



**Daffodil**  
*International*  
**University**

## Internship Report On

### **My Experience of work as an HR admin at Skill.jobs**

#### **Submitted To**

Dr. Ehatasham Ul Hoque Eiten  
Assistant Professor and Head  
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#### **Submitted By**

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#### **Date of Submission:**

13-12-25

This Internship Report is submitted to the Department of English,  
Daffodil International University for the fulfilment of Partial Requirement for  
the Degree of Bachelor of English

## LETTER OF TRANSMITTAL

Date: 13/12/2025

Dr. Ehatasham Ul Hoque Eiten  
Assistant Professor and Head  
Department of English  
Faculty of Humanities & Social Science  
Daffodil International University

Subject: Submission of Internship Report on “My Experience of work as an HR admin in Skill.jobs”.

Dear Sir,

With great pleasure, I am submitting my internship report on “My Experience of work as an HR admin in Skill.jobs” which was assigned me as a part of my Bachelor Program. I have completed this report as per your suggestion and the necessary information you gave me time to time.

I highly appreciate your guidance and consistent cooperation, and I hope that the report will be completed as your expectations.

Thank you

Sincerely yours,

.....

Signature

Afifa Afrin

ID: 221-10-896

Department of English  
Faculty of Humanities & Social Science  
Daffodil International University

## STUDENT DECLARATION

I am **Afifa Afrin**, ID: **221-10-896**. I declare that this internship report titled "**My Experience of work as an HR admin in Skill.jobs** " is written by me. I did this work during my internship at **Skill.jobs**. I completed the internship under the supervision of Dr. Ehatasham Ul Hoque Eiten, Department head of English at Daffodil International University.

This report is submitted to the Department of English at Daffodil International University. It is a part of the requirement for my B.A. (Hons) in English degree for the course Project Paper with Internship (ENG 431). I confirm that this report has not been submitted anywhere else for any degree or diploma. All the sources I used in this report have been properly mentioned. If I used any information, idea, or picture from other writers, I have given proper credit.

.....

Signature

Afifa Afrin

ID: 221-10-896

Department of English

Faculty of Humanities & Social Science

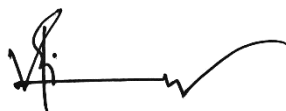
Daffodil International University

## CLARIFICATION OF ACADEMIC SUPERVISOR

This is to certify that **Afifa Afrin**, bearing student ID. **221-10-896** from Daffodil International University, has successfully completed her internship project paper “**My Experience of work as an HR admin in Skill.jobs**” for the course ENG 431 under my close supervision. She completed her internship at Skill, jobs, where she worked as an HR admin.

During the internship period, Afifa Afrin stayed in regular contact with me and followed my instructions sincerely. Whenever she faced any problem, I guided her and provided the support she needed to overcome the difficulties. She showed great dedication and effort in completing her tasks.

The content of this report reflects her hard work and commitment. I confirm that her internship report is ready for submission. I wish her all the best for her future and hope she achieves great success in life.



.....  
Signature of the Supervisor

Dr. Ehatasham Ul Hoque Eiten  
Assistant Professor and Head  
Department of English  
Faculty of Humanities & Social Science  
Daffodil International University

## ACKNOWLEDGEMENT

I am very thankful to present my project titled “My Experience of work as a HR admin.” I feel peaceful and proud because I have completed this work with honesty and effort. I thank Almighty God for giving me strength and blessings.

I am grateful to the Department of English at Daffodil International University. They gave me a great opportunity to learn and grow through this internship.

I want to thank my supervisor, Dr. Ehatasham UL Hoque Eiten, from my heart. He always guided me with care and patience. His advice helped me to understand the true meaning of hard work, kindness, and responsibility.

I also thank the Head of the training, Md Mamunur Rashid. I am thankful to all the colleagues in Skill.jobs. Their support and advice helped me a lot during my internship.

I would like to state once again that I had Dr. Ehatasham UL Hoque Eiten sir who was ever present whenever I needed him. He supported me like a light that guided me in the right direction.

Lastly, I thank my students. They helped to make my classes pleasant. I was successful in my work due to their assistance, cooperation, and energy. This would not be a complete journey without them.

## ABSTRACT

This internship report is an elaborate report on my professional experience as an HR Administration intern in Skill.jobs. The internship period gave me a chance to work online and act within field-based sessions which helped me to comprehend both real-world HR practice and theoretical knowledge that I obtained during the academic courses. The internship was intended to enhance my practical knowledge, create competencies in the field of work, and provide practical experience in the work of an HR organization.

During the internship, I attended a number of online training sessions encompassing critical issues like leadership, communication skills, writing job description, management of information, time and task management, problem solving, knowing the roles and responsibilities of the HR professionals, and the process of successful employee onboarding. The sessions helped me gain more knowledge regarding the role of HR in the success of the organization and employee satisfaction. I also participated in the realistic field exercises in which I learned how to organize seminars, facilitate HR documentation procedures and carry out administrative roles effectively.

This report brings out my strengths that were developed and the difficulties under which I worked in a professional setting. It shows how I have used theoretical knowledge in practical situations at the workplace, expanded my administrative and decision-making skills, and learned how to undertake assignments both in isolation and in teams. The experience also allowed me to improve my communication, organizational and leadership skills that are inevitably required of any HR professional.

Also, the report talks about the operational organization of Skill.jobs, the helpful learning environment offered by my supervisors, and the hands-on exposure that led to my development. It would have been based on my observations and learning that I have made several recommendations on how the HR practices can be improved and how the organizational efficiency and employee engagement can further be enhanced.

Generally, the internship was a learning experience that was very valuable and helped me to grow as a professional and as a person. It enhanced my interest in working in the sphere of Human Resource Management and gave me a great background on the difficulties I will face in the HR career in the future.

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## Chapter-1

### Introduction

In the course of the academic needs of my university I managed to complete my internship in Skill.jobs, a professional employment and corporate training site. The internship program played a significant role in my academic and professional life as I could put the theories and knowledge acquired in my coursework into practical application in the Human Resource practices. It gave me a real-life experience in HR administration, employee development and management of the organization.

The first step before the internship was to have undergone the approval process that included contacting Skill.jobs, formal application with submission of documents needed by my university. On the completion of these formalities, I was on board in my internship.

The internship experience was positive as I worked as an HR Admin and was exposed to fieldwork and online activities. The online classes enabled me to acquire professional skills, which included leadership, communication, writing job analysis and job description, time and task management, role comprehension of HR professionals, and onboarding steps. These classes significantly contributed to my strengthening of theoretical background.

During the field activities I got to do hands-on HR activities like supporting documentation, observing HR activities, and attending to the arrangement of corporate seminars and skill development programs. These practical work experiences have assisted me in recognizing the professional expectations, duties and operational workflow within the HR in an organizational environment.

I was a bit nervous at the start of the internship regarding fitting in a professional workplace of a corporation. I was confident and more proficient to handle my duties in due course with the help of supervisors and practice. I also understood the essence of communication, planning, time management, teamwork, and professionalism in HR operations.

This practical experience during the internship also enabled me to realize the wider significance of Human Resource Management. HR is no longer concerned only with hiring; it promotes proper engagement of employees, the development of organizational culture, support of performance and development of skills. This experience made me realize how well-organized HR systems and constant development programmed should be used to facilitate the growth of organizations.

## Chapter-2

### Objectives of The Internship

This internship project is primarily aimed at learning and familiarizing with the going-on activities of Human Resource Management and administration at Skill.jobs. The paper will focus on the investigation of HR functions implemented in a professional employment and corporate training platform and how they affect the efficiency of organizations and employee development.

The targeted goals of the internship include:

- To learn about the real operations and duties of the HR department of Skill.jobs.
- To monitor the methods of recruitment processes, job posting, interviewing, and assessment of the candidates.
- To investigate the techniques employed in preparing job descriptions, handling HR documentation and keeping employee information.
- To gain knowledge about the online and offline learning sessions offered in the development of professional skills.
- To discuss the process of employee onboarding and what steps can be taken to allow new employees to adjust successfully.
- To examine the contribution of communication, leadership, time management and problem solving to HR operations.
- In order to acquire practical experience in organizing seminars, training programs and official HR activities.
- To reveal the potential improvements and offer the recommendations to streamline HR processes and make them more productive, engaging, and efficient.

## Chapter 03

### Procedures And Reasons

#### 3.1 Selection of Educational Level for Internship

The Human Resource Management is the field that I have been very much interested in because it has a significant role in the development of employees, growth of organizations and efficiency at the work place. Nevertheless, there was not much practical work I did in the corporate HR sector before my internship. I was interested in having an actual experience in the real working conditions, knowing how HR functions work not just in books, and acquiring professional skills that would be needed in the future job. With these factors in mind, I decided to do my internship in the human resource administration. In this internship, I also anticipated that I would be exposed to the recruitment procedures, paperwork, communication techniques and the geographical duties of the HR practitioners.

#### 3.2 Selection of Institution

I have carefully considered a number of institutions before choosing the one. I eventually settled on Skill.jobs, which is a professional employment and corporate training platform that has been known to engage in talent development programs, job placement programs, as well as skill enhancement programs. The organization provides real chances to allow interns to be involved in the activities of the HR instead of merely being a witness. I was allowed to do my internship at Skill.jobs after I was able to communicate with the management and hand in the relevant internship documents. The administrative team and the HR supervisors were of constant help and support during the internship, which allowed me to complete my duties and learning object successfully.

#### 3.3 Selection of Class

Being an HR Admin intern, I was offered to take part in the online learning sessions as well as engaged in the field-based practical work. My work was directly connected with the HR activities, such as learning about leadership, job descriptions preparation, time and tasks management, problem-solving, and the entire onboarding process of the new employees. Also, these assignments allowed me to become more aware of the functioning of organizations and

the role of HR in the preservation of a well-flowing working process and employee involvement.

### **3.4 Internship Procedure**

In order to have a practical knowledge on Human Resource practices within a professional setting, I adopted a systematic learning method that entailed both theory and practice. To begin with, I have been studying a series of online classes held by the Skill.jobs trainers, which enhanced my background knowledge of the HR tools, techniques, and professional behavior. Subsequently, I engaged in field work wherein I attended daily HR related processes, helped in documentation, helped in the preparation of events and seminars, and undertook other HR administrative tasks. This interplay of training and practical experience enabled me to perform an analysis of the operations in the workplace, the strengths and challenges, to know the role of HR in the success of the organization.

## Chapter-04

### Institutional Details

Skill.jobs Professional job placement and career development organization located in Bangladesh. It functions as a platform where job seekers are linked to job opportunities and also provides corporate training, professional development programs as well as skill development programs. Skill.jobs as a contemporary solution provider of jobs is aimed at closing the gap between theoretical and practical needs of the industry by equipping individuals with employment market needs. Skill.jobs helps in recruitment, career guidance, resume building, interview planning and skill training at the place of work. It provides both online and offline courses on practical skills development in leadership, communication, human resource management, digital skills, and several other employment-related competencies.

The company has a team of HR practitioners, trainers, industry professionals and administrative personnel that collaborate to help the organization facilitate training programs, candidate development and the organization operations. Rather than the conventional classroom-based teaching method, Skill.jobs provides learning experiences using a recent digital platform, live sessions, workshops, webinars, and field activities. This renders training environment flexible, friendly to the students and in tandem with the industry trend.

Skill.jobs also hosts such professional activities as job fairs, corporate seminars, workshops and recruitment drives to enable candidates to have first-hand experience with employers. The institution focuses on pragmatic learning, actual work experiences, and culture of development. It seeks to develop a competent workforce, facilitate employability and help in driving the general national career growth.

Being a privately-operated organization, Skill.jobs is self-reliant on the basis of training services, professional development programs, consulting services, as well as collaboration with various companies. The institution has developed good reputation in terms of facilitating the personal and professional development of young professionals, job entrants, career changers at large in Bangladesh.

## Chapter-05

### Activity Observation Report

#### 5.1 Observation Report: Online Training Session on Leadership

| <b>Field</b>                | <b>Details</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|-----------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Trainer's name</b>       | Md Mamunur Rashid                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>Session Format</b>       | Online live training session conducted via digital platform                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>Training Environment</b> | The virtual classroom was structured and interactive and carried out online. They were done using laptops and mobile devices and there was a screen-sharing aspect as well as the presentation slides and verbal description. The platform made it easy through audio-visual communication over real-time interaction and participation. The interface was easily accessible and students were able to ask questions, chat and talk using voice and video. Learning environment was professional, conducive and very interactive. |
| <b>Participant Level</b>    | Undergraduate intern and entry-level trainees                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>Session duration</b>     | 120 minutes                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>Training Materials</b>   | Digital presentation slides, verbal lecture, video examples, real workplace case studies                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>Learning Resources</b>   | Slide deck, online materials, live demonstration.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |

### Experience of the Session:

The leadership development session was of approximately one hour and was meant to expose the attendees to the much-needed leadership principles required in the modern work set up. The trainer was able to introduce the session by introducing everybody present and giving a brief overview of the objectives. The session commenced with an introduction to the practical aspect of leadership which indicated the differences between leadership and authority. In order to make learning more interactive, the instructor used the examples of real-life scenarios that occur at the workplace to demonstrate how leadership determines the teamwork, productivity, communication, and organizational culture.

| Field                  | Details                                                                                                                            |
|------------------------|------------------------------------------------------------------------------------------------------------------------------------|
| Training Topic         | Job Description Writing and Job Analysis                                                                                           |
| Session Type           | Online live training and practical assignment                                                                                      |
| Trainer's Focus        | Understanding job responsibilities, required qualifications, organizational expectations, and creating structured job descriptions |
| Learning Tools         | Presentation slides, templates, real industry job examples, HR guidelines                                                          |
| Number of Participants | 20                                                                                                                                 |
| Participants           | HR interns and professional trainees                                                                                               |

The respondents were encouraged to share their opinion on the effective leadership qualities, and that created greater engagement and participation.

The instructor outlined the leadership styles such as democratic leadership, autocratic leadership, transformational leadership and situational leadership. Real world scenarios in the workplace provided examples of how leaders can solve conflict situations, motivate teams, and deal with organizational obstacles. The session included short exercises that enabled the participants to reflect on their leadership skills and things that they should improve on. The teacher maintained a motivating demeanor throughout the session and kept the participants engaged by asking questions, giving feedback, and having nonjudgmental body language and tone of voice (even in the online environment). The text was made more understandable and believable with the help of visual images, examples, and real-life case studies.

## 5.2 Observation Report: Job Description

### Preparation and Analysis Report

#### **Experience of the Session:**

The session was very enlightening and realistic. I learned the importance of job analysis that involves the amassing of all the job information to understand it in terms of duties, responsibilities and requirements. Such a process is necessary in order to come up with a good job description that clearly outlines the tasks, skills, qualifications and the reporting relationships that are related to a certain position.

During the session, I was able to identify how critical job descriptions are in the process of recruitment, performance evaluation, and training. We have also discussed different ways of job analysis as interviews, questionnaires, observation, and work diaries of employees. I have also found the session to be interesting because it has helped to bridge the gap between theory and workplace practices. In my example, I realized the role of job analysis by HR in determining skills required to perform a job, and this directly affects the decision to hire and the output of an employee. Overall, the session has contributed significantly to my knowledge on how structured job information supports the HR functions and organizational effectiveness.

## 5.3 Observation Report:

| Field                    | Details                                                                                                                                            |
|--------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------|
| Onboarding               | Introducing the new employee to the organization, policies, and job responsibilities                                                               |
| Objective of Observation | To understand the recruitment process, including sourcing, shortlisting, interviewing, and selection for HR Admin roles.                           |
| Job Posting & Sourcing   | Advertised internally and externally (job portals, social media).<br>Initial screening based on educational background and HR skills               |
| Shortlisting Candidates  | Resumes reviewed against job criteria.<br>Focus on HR experience and administrative proficiency.<br>Suitable candidates shortlisted for interviews |

|                        |                                                                                                                                                |
|------------------------|------------------------------------------------------------------------------------------------------------------------------------------------|
| Selection & Onboarding | Best-fit candidate selected based on merit.<br>Offer letter communicated.<br>Onboarding included orientation, HR policies, and tools training. |
| Key Observations       | Clear job description aided effective screening.<br>Interviews emphasized practical HR skills.<br>Transparency and fairness were maintained.   |

### Experience of the Class:

As an HR Administrator, I was able to observe and participate in the recruitment process during the course of my internship. I learned the role of the HR in determining the staffing needs, developing job descriptions, and advertising the positions via different sources. I took part in the screening of the resumes and selection of candidates according to their qualifications and skills.

Also, I was able to see the interviews and practical evaluations where I could listen to how the interviewers scored communication skills, HR skills, and organizational skills. Finally, I helped with the work of onboarding, including orientation of new employees and the documents that they needed.

The experience equipped me with an informative idea of how a highly designed recruitment process ensures the hiring of qualified employees, and the experience also gave me a clear vision of HR administrative tasks, the importance of organization, fairness, and communication in the hiring process.

### 5.4 Overall, Observation Report

**Workflow Structure:** The general process witnessed in the office was in a systematic and a routine pattern. The workers reported to work on time, checking their emails and day-to-day activities. Supervisors also briefed on assignments, deadline and priorities. The work was done either in lone work or as a group of workers depending on the type of work that was done. The tasks were updated and reported at the end of the day as well. This organization system allowed a smooth flow of coordination and completion of tasks all over the office.

**Office Management Strategies:** The use of good management practices was evident in the workplace. The supervisors were keen to the workloads and emotional needs of employees and provided them with guidance and support when required. To revitalize concentration, short pauses, unformal chats, or team brainstorming were used when people seemed to be stressed or distracted. These measures supported productivity and the development of the positive work environment.

**Materials and Tools Used:** All the employee relied mainly on computers, office suite (MS Office, HR management tools), and electronic documents in their daily activities. Record-keeping was sometimes done by means of physical files and printed documents. Findable additional resources included templates, checklists, and standard operating procedures that were utilized selectively. Observation was not always made of the use of visual dashboards and workflow tracking software that might improve efficiency.

**Communication Among Staff:** Most of the internal communication was conducted in Bengali and specifically used to give instructions on tasks, and clarifications. They used English to send official mail or documents, but more often than not, the staff reverted to using the Bengali language as a way of ensuring that the message could be understood at a faster rate. Supervisors encouraged the use of simple phrases of the English language in official communication where appropriate.

**Employee Interaction:** Firstly, the employees were not very open in group discussions, but they were engaged in the latter activities more when they had to complete collaborative projects or engage in problem-solving. One-on-one supervisor attention or peer-support had a positive effect on the participation and concentration. The regular office chores were done effectively but motivation was more effective when the officers were involved in practical engaging activities.

**Conclusion:** The observation highlighted a well-organized and structured office workflow, good management practices and a conducive environment that encourages involvement of the employees. Effective communication, task and periodical engagement were essential in maintaining the productivity and morale. It can be improved by incorporating even more digital resources and encouraging the use of English as a professional language on a regular basis.

## Chapter-6

### Reports of online Task Execution

#### 6.1 Report of Online Task Execution

| <b>Objective of Observation</b>                                                                                                                                                                                                  |                                                                                                                                                                                                                                            |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| This observation was aimed to comprehend the way of carrying out HR-related activities within an online setting and have a practical exposure to the main responsibilities of HR, leadership, time management, and job analysis. |                                                                                                                                                                                                                                            |
| <b>Learned Task and Responsibilities</b>                                                                                                                                                                                         |                                                                                                                                                                                                                                            |
| Key Responsibilities of HR                                                                                                                                                                                                       | <p>Understanding recruitment processes, employee onboarding, and documentation.</p> <p>Maintaining employee records and supporting performance management.</p> <p>Assisting in seminar and training organization for skill development</p> |
| Leadership Skills                                                                                                                                                                                                                | <p>Learning how HR leads small teams during tasks, delegates responsibilities, and monitors progress.</p> <p>Observing decision-making and problem-solving in real-time virtual tasks.</p>                                                 |
| Job Analysis and Job Description                                                                                                                                                                                                 | <p>Training in the ability to gather facts concerning position, duties and capabilities needed to do different jobs.</p> <p>Developing or amending job descriptions using online templates and requirements. .</p>                         |

| Online Training Materials     |                                                                                                                                                                                                  |
|-------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Video Tutorials & Webinars    | <p>Recorded sessions on HR fundamentals (recruitment, onboarding, performance management).</p> <p>Leadership and team management webinars.</p> <p>Time management and productivity webinars.</p> |
| Interactive Tools & Platforms | <p>HR software simulations for tasks like leave management, payroll, and attendance.</p> <p>Online collaboration tools (e.g., Google Workspace, Microsoft Teams, Slack) for task tracking</p>    |

### Description of the session

Being an HR Admin intern, I was lucky to attend an online session that was focused on HR tasks and responsibilities, including the recruitment, job analysis, employee onboarding, and time management. The session played a critical role in my learning process, as it helped me to get a glimpse into the core operations of HR and competencies needed to work efficiently in an office setting.

Before the session, I also studied the relevant training resources, which consisted of job description templates, job workflow diagrams, and HR policy documents. Besides, I made notes on such important spheres as recruiting, leadership skills, and prioritization of tasks allowing me to keep up with them and form an active part.

The trainer explained the goals at the beginning of the session very clearly and created an open online environment. The topics were explained in a sequential way, supplemented with some examples and real-life situations. I also saw how operations like screening of resumes, drawing up of onboarding process and scheduling were carried out practically.

There were some tasks that were not difficult and some required more attention like job responsibilities analysis and development of a structured job description. I followed the instructions carefully, asked questions where required, and noted down needed points. The interactive elements, such as case studies, practical activities as well as discussions made the session interesting.

The end part of the session was a digital assignment during which I wrote a sample job description and outlined the process of employee onboarding. This practice helped me to strengthen my learning, and I came out to be more confident about my capacity to perform HR functions in a professional setting.

## Critical analysis and reflection of own session

### **Participation and Engagement:**

As part of the online HR session, I actively participated in the given tasks and exercises. I followed instructions to the letter, I did assignments on time, and I participated in discussions and case studies. The interactive elements of the session such as the job description analysis, onboarding checklists preparation, and the discussion of HR situations have made me motivated and engaged. Communication with other students and group activities, including checking each other in their work or discussing how to solve the problem, helped me to understand. Even though there were more difficult tasks, the trainer provided me with an opportunity to have consistent guidance and feedback that helped me stay focused and self-assured.

### **Trainer Activities and Qualities:**

The trainer created an effective and highly organized online learning atmosphere. The provided instructions were clear, succinct and easy to follow and understand as they included complex HR-related issues like recruitment procedures, job analysis, and employee onboarding procedures. The session was made interesting with positive reinforcement, prompt feedback and real-life examples. The trainer also encouraged questions and this fostered participation as well as eliminating confusion. Overall, the trainer was professional and approachable enough, which made the session productive and interactive.

### Task Accomplishment:

During the session, I was able to get the given tasks done, which necessitated the development of a sample job description, the description of the recruitment process, and the generation of onboarding documentation. The real-life activities supported my theoretical content, as I was able to value the importance of formal HR practices. The ability to complete tasks on time and engage in discussions helped me to strengthen my belief in carrying out HR duties independently. The tasks were built as a continuation of the previous one, which eventually resulted in a holistic perspective of HR operations and best practices.

## 6.2 Report of fieldwork task Conduction

| Section                            | Details                                                                                                                                                                                                                                                                                                                                                                                                                          |
|------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Objective of the Fieldwork</b>  | To have a hands-on experience in the HR administrative practice, such as recruiting, job analysis, employee onboarding, documentation and time management. This was to be done with the objective of getting to know how theoretical concepts of HR are used in practical office activities.                                                                                                                                     |
| <b>Description of the Tasks</b>    | <b>Recruitment Support:</b> Helped in placing job advertisements, screening of resumes and scheduling interviews. <b>Job Analysis/ Job Description:</b> Watched and participated in gathering data on positions, duties and skills needed in different positions and assisted in writing job descriptions. <b>Employee Onboarding Support:</b> Documentation support, orientation preparation and introduction of new employees. |
| <b>Methodology</b>                 | Monitored HR operations and activities within the office periods. - Was involved in practice, such as template preparation, document verification, and arrangement of work. - Kept a journal of tasks, comments, and results of every given assignment. - Co-operated with HR employees and other interns in interactive work.                                                                                                   |
| <b>Observations &amp; Insights</b> | Hands on exposure assisted in knowing how the functions of HR are being implemented. - HR staff showed good leadership and delegation that showed good management of the office. - The tasks involved                                                                                                                                                                                                                            |

|  |                                                                                                                                                                                                       |
|--|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|  | attention to detail, communication skills and time in order to have a smooth workflow. - Recruitment, onboarding, and performance management must be done with job analysis and proper documentation. |
|--|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

## Description of the session

This as an HR Admin intern was a blessing in my life as I got a chance to work on practical field at Skill.jobs whereby I got to observe and participate in different functions of HR. This fieldwork was a practical experience in performing tasks such as recruitment, job analysis, employee onboarding, documentation, and time management.

During the fieldwork, I actively participated in shortlisting resumes, job descriptions, scheduling interviews and aiding in onboarding. Also, I noticed the communication between the HR and employees, the way the tasks are handled and well-organized working patterns are maintained. This practical experience gave me the opportunity to understand the implementation of theoretical concepts of HR in a functioning office environment and enhanced my communication, organization, and professional responsibility skills.

Overall, the fieldwork provided an in-depth insight into HR practices, the importance of systematic procedures, and the competencies that one should possess in order to successfully perform the HR administrative functions.

## Critical analysis and reflection of own Fieldwork

**Participation and Engagement:** I was also involved in every task allocated to me in the fieldwork and attended to the HR area where I was actively involved in recruitment, job analysis, onboarding, and documentation. I was eager to attend discussions, real-life tasks, and case studies. The collaborative activities (e.g., reviewing resumes or preparing job descriptions with other interns) helped me to learn better and provided a positive and motivating atmosphere.

**Supervisor Activities and Guidance:** The HR was able to create the favorable and professional environment during the fieldwork. The task instructions were clearly stated, and the help was easily given where necessary. The reinforcement and encouragement through positive reinforcement helped in gaining confidence in undertaking duties like drafting job

descriptions as well as organizing interviews. The approach of the supervisors was efficient in aligning the professional norms with accessibility to help to comprehend the complex HR processes more easily and be motivated.

**Task accomplishment:** During the field work, I managed to complete the tasks such as preparing sample job descriptions, which helps in short listing of candidates, assisting with onboarding documentation, and HR record keeping assistance. Every activity was done at the stipulated period and attention to detail was followed to achieve accuracy. Peer review of job descriptions and involvement in HR discussions were other collaborative activities that enhanced my practical learning experience.

## Chapter-7

### Findings

According to my observations and my working experience in Skill.jobs, I can state the following:

- Gained hands-on experience in recruitment, job analysis, onboarding, and documentation.
- Noted how effective and accurate structured HR processes are.
- Studied good management of time and priorities in completing tasks on time.
- Improved communication and collaboration skills through interaction with supervisors and peers.
- Developed practical skills in drafting job descriptions, coordinating interviews, and managing HR records.
- Enhanced leadership, problem-solving, organization, and attention-to-detail abilities.
- Identified challenges such as balancing multiple tasks, understanding complex job roles, and managing deadlines effectively.
- Recognized that practical exposure is essential for applying HR concepts in a real-world setting.

## Chapter-8

### Recommendations

- HR personnel and interns ought to embrace innovative and effective methods for carrying out administrative duties.
- Implementing HR processes in a digital format and in English whenever feasible can improve clarity and enhance professional communication.
- To foster engagement and facilitate learning, it is beneficial to incorporate interactive elements such as case studies, group discussions, and collaborative task exercises.
- Make use of supplementary HR resources, including online guides, templates, and training materials, as conventional office manuals may not address all necessary requirements.
- Ensure that adequate time is allocated for intricate tasks such as job analysis, documentation, and onboarding procedures to guarantee precision.
- Regularly include practical exercises and simulations to bolster skills in areas such as recruitment, employee management, and task coordination.
- Motivate interns and staff to cultivate professional documentation skills through practical experience rather than depending solely on observation.
- Incorporate digital tools and HR software to optimize workflows, enhance record-keeping, and improve overall productivity.

## Chapter-9

### Conclusion

The internship at Skill.jobs was a good experience that has bridged the gap between the theory and the practice of Human Resource Management. I had practical experience in the key HR activities process through the online courses and fieldwork, using recruitment and job analysis, employee onboarding, and documentation, and coordination of the administrative process. The organized workflow, supervisory support, and experience of the actual work in an organization allowed me to have a clear view of the role of the HR in the development of the employees, their efficiency at the workplace, and the overall growth of the organization.

The internship has improved my professional abilities such as communication, leadership, time management and problem-solving. I learned to trust doing HR tasks on my own since I took part in online training, job description preparation, and coordinating interviews as well as facilitating seminars and onboarding. I also managed to pinpoint places where the current HR activities, including a greater utilization of online resources, speaking English, and engagement-based learning, can contribute to the enhancement of organizational effectiveness to an even higher degree.

Generally, this internship experience was a significant learning experience that helped me to understand more about HR functions and also sharpen my professional practice, and prepares me to operate in the field of Human Resource Management in future. It helped me to fill the abstract knowledge into the practical skills and provided my good background in building the career.

### **References:**

<https://www.facebook.com/skilljobs.bd>

## Appendix

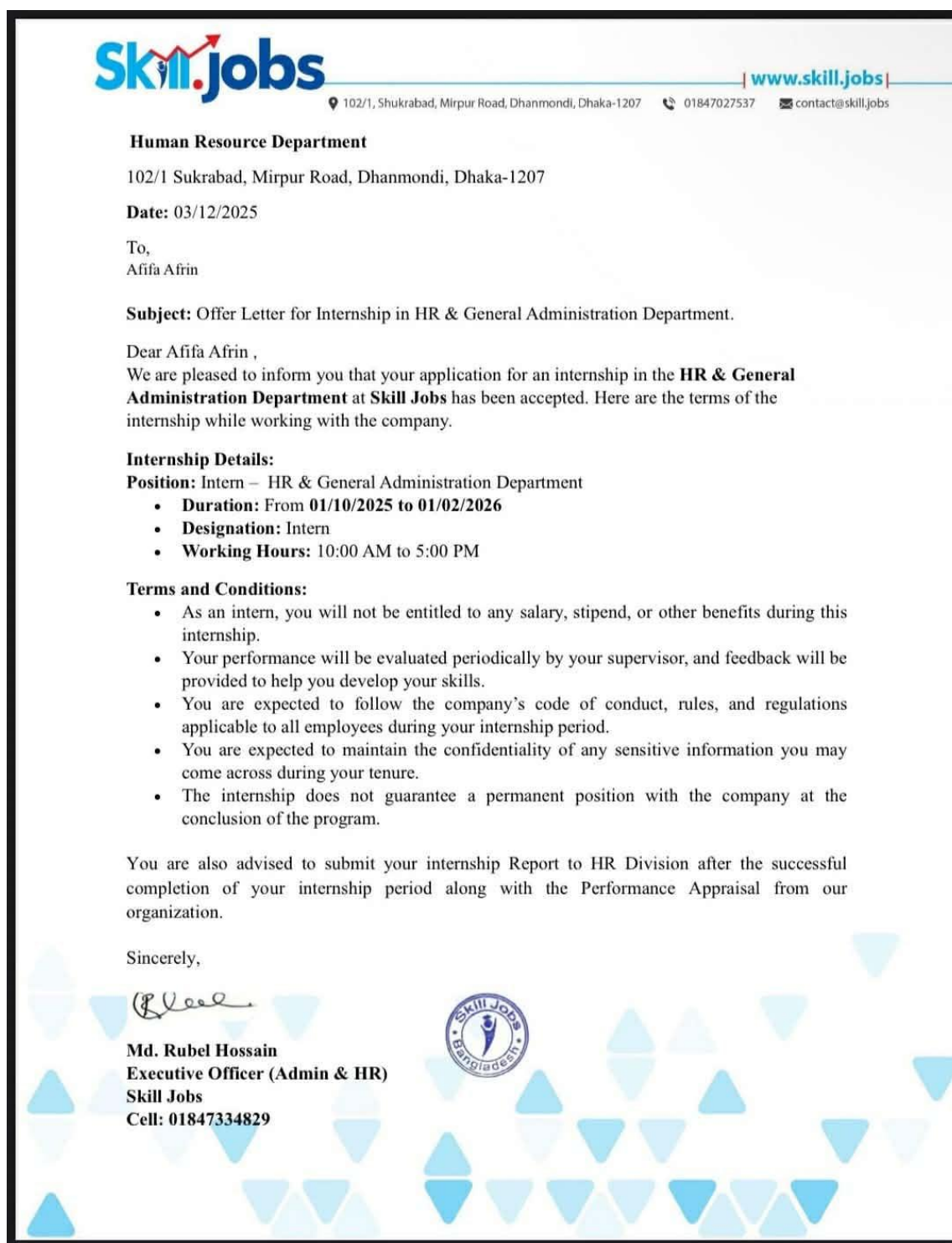


Fig: Offer Letter of Internship

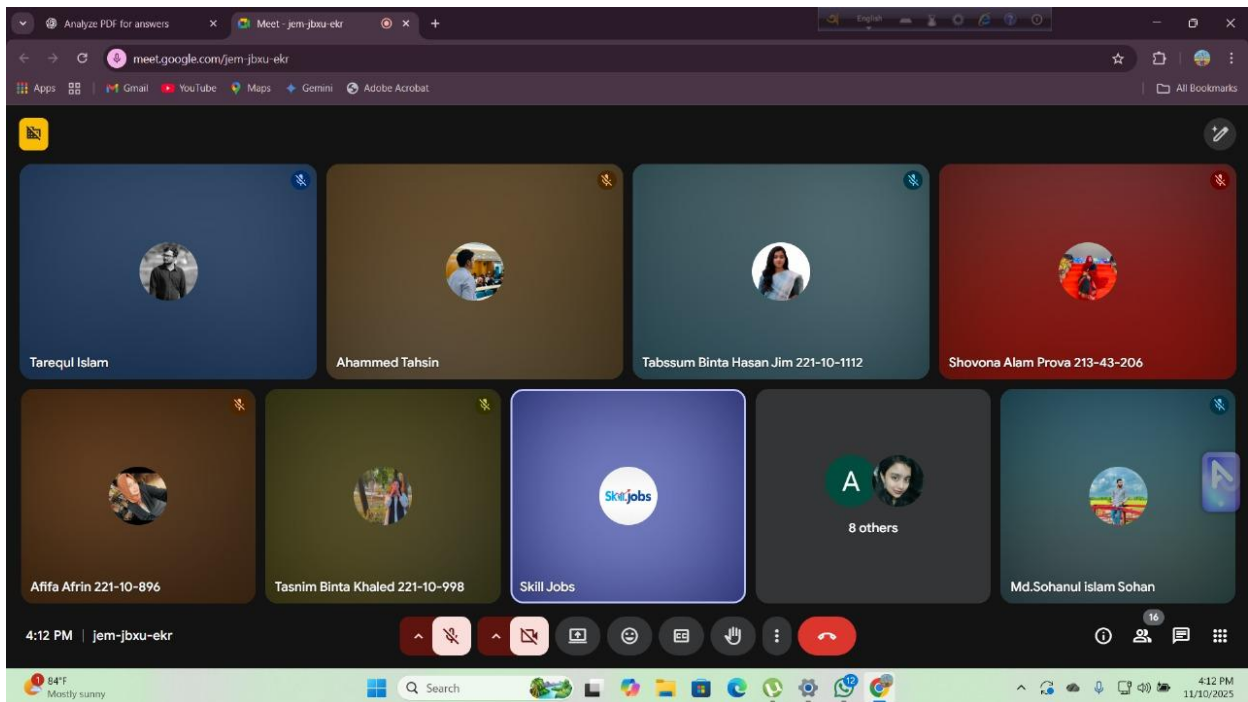


Fig: Online Session



Fig: First Seminar on HR

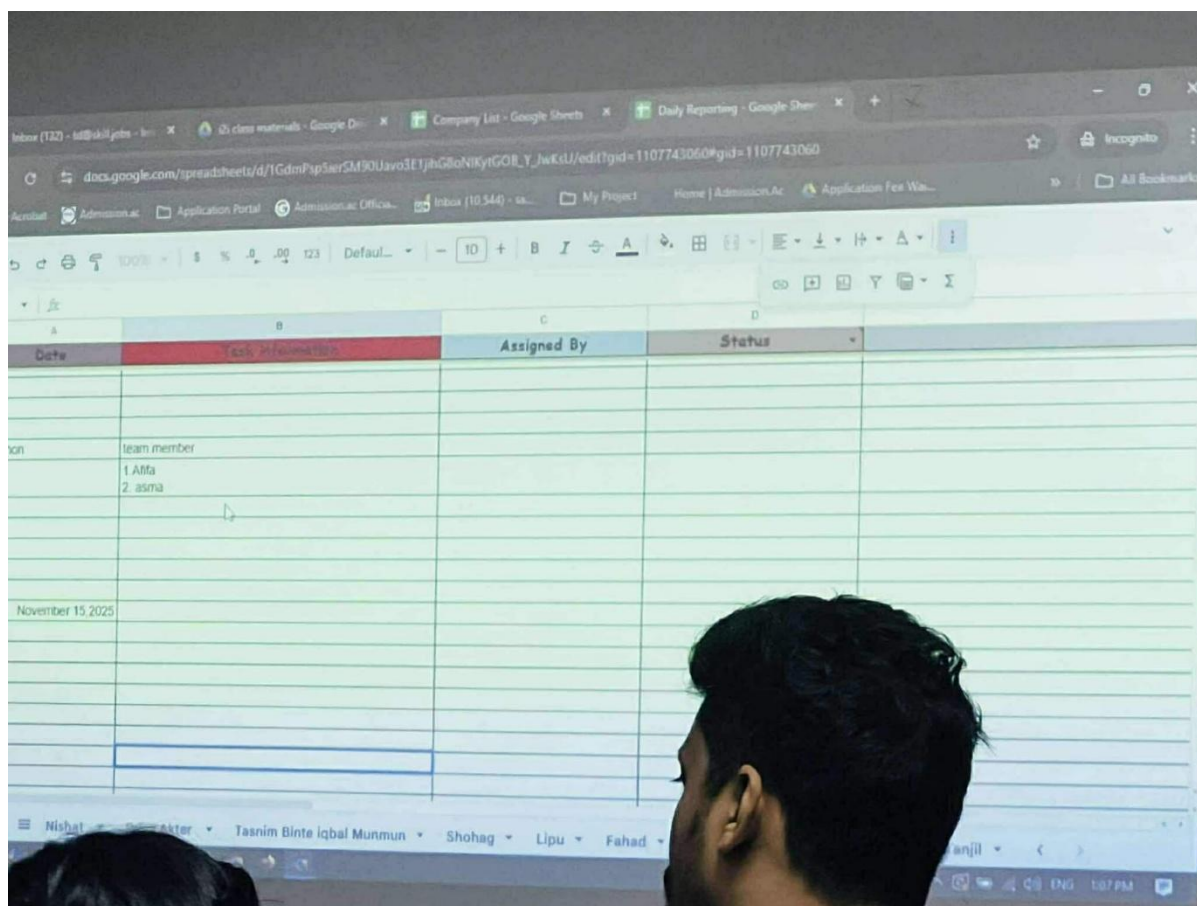


Fig: Practical Session



Fig: Practical session at office

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