



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

**Internship**

**Report on**

**“Recruitment Procedure & Performance Evaluation of  
Kazi Farms Ltd.”**



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Date of Submission: October 2025

## Letter of Transmittal

To

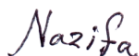
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**Subject: Submission of Internship Report**

Dear Madam,

I have the pleasure to submit my internship report on ““Recruitment Procedure & Performance Evaluation of Kazi Farms Ltd.” which I was prepared as part of the requirements for the degree of Bachelor of Business Administration. I have made an honest attempt to make this report with whatever facts & information that I came across during my Internship. I appreciate your inspiration and help. Let me express my hope that this report will be kindly accepted into your good consideration.

Sincerely,



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Nazifa Tahsin

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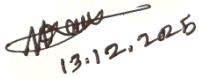
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## Letter of Approval

This is to certify that this Internship Report on “Recruitment Procedure & Performance Evaluation of Kazi Farms Ltd.” submitted by Nazifa Tahsin, a student of BBA Program (Major in HRM) at Daffodil International University has been completed under my supervision.

I have read this project and approve it for submission as a partial requirements of the Bachelor of Business Administration Degree.



*Nuray Akter*  
13.12.2025

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Dr. Nuray Akter

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## Student's Declaration

I, Nazifa Tahsin, ID: 221-11-1593 of the Department of Business Administration in Daffodil International University declare that the project titled “Recruitment Procedure & Performance Evaluation on Kazi Farms Ltd” is developed under my supervision during my work period as intern in Kazi Farms Ltd. This report has not been presented to any other university or institution for any degree/course. My sincere thanks also goes to my esteemed supervisor for his continuous guidance, constructive critique and encouragement, while writing this manuscript. May this report meet and serve its intended purpose while being fit to the academic criteria of the university.

*Nazifa*

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## Acknowledgement

First of all I thank the almighty God who has blessed me with immense power to finalize this report.

I am indeed grateful to my respected internship supervisor Dr. Nuray Akter, Assistant Professor, Department of Business Administration, Daffodil International University for her valuable guidance and continuous motivation.

I would also like to thank the Assistant manager Md.Sahiduzzaman of my internship for providing me with the precise information and ideas contributed in completing the report. The present was a research internship opportunity and, the reports/researches/information about the instruments, HR of Kazi Farms Ltd. was very crucial in completing this study.

I would like to specially thank my colleagues and teammates at Kazi Farms Ltd. those who collaborate more, knowledge-sharing free of cost. This is what made my internship so much fun and educational.

I would also like to especially acknowledge my Family and Friends for endless support and encouragement.

## Executive Summary

Kazi Farms Limited, Bangladesh's is one of the largest agro-industrial groups which was established in 1996 with its poultry operations. Kazi Farms started its journey to horticulture / food ingredient industry by exporting day-old chicks and hatching eggs from 2004. In addition to chicken, the company also owns Kazi Foods, Kazi Media (Deepto TV) and Sysnova Information Systems Ltd. The headquarter HRM department is the backbone of managing such a large workforce and projects to the managerial covering staff employed by Company's 13,000 employees at cross the country.

Human resource strategy: Kazi Farms performance and productivity is greatly influenced by HR strategic practices with direct impact in recruitment and Performance. The HRM department consists of five sub-departments that form a chain to fulfil a series of but interrelated functions to converge talent acquisition, employee development and performance management towards the organizational effectiveness.

The report has been arranged in three chapters, which covers the internship experience regarding HR operations of Kazi Farms Limited. The central part of the report is focused towards analyzing company recruitment processes and performance appraisal systems and how integrated HRM practices foster growth in organizations as well as efficiency of employees.

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# Chapter 1: Introduction

## 1.1 Inception

Human resource management is crucial to the success and ongoing operational efficacy of any firm. An organization's workforce or human resources can be effectively managed through human resource management, or HRM. Every company's human resources department follows a routine which makes the other departments run properly with qualified staff. The factors "human resource" point out the particular office or department of the business responsible for planning and molding developments within a workforce by conducting HR blocks (goals) in-line with the organizations' main aim. For any organization to thrive and maintain its full operational capacity, effective management of human resource should be applied. Effective management of a company's workforce or human resources is through human resource management (HRM). Every corporate human resource has workflow processes that ensure there are competent staff in the rest of departments and that they operate at peak efficiency. The phrase "human resource" refers to the department of a company or organization that deals with minimizing issues, such as staff turnover and fostering engagement through HR blocks (sections), either going by rates or a flat number calculated in relation to the organization's primary strategy.

## 1.2 Statement of the Problem

An effective hiring process and a fair performance assessment system are essential to the success of any organization. At Kazi Farms Ltd., worries over the efficiency, uniformity, and openness of these HR practices are growing. Potential issues, including unclear hiring practices and capricious performance evaluations, may affect employee productivity and business growth. Finding the key flaws with the current systems and looking at potential changes are the goals of this study.

## 1.3 Objectives of the Study

### 1.3.1 Broad Objective

- To evaluate the Recruitment Procedure & Performance Evaluation of Kazi Farms Ltd.

### 1.3.2 Specific Objectives

- To identify the Internal recruitment process & performance evaluation followed by Kazi Farms Ltd.
- To analyze the external recruitment process & performance evaluation followed by Kazi Farms Ltd.
- To assess gaps between recruitment outcomes and performance evaluation.

## 1.4 Methods of the Study

### 1.4.1 Data Collection

**Primary Data:** This study was conducted with a partial qualitative approach to collect data. The semi-structured interviews conducted with key figures in the Human Resource Department at Kazi Farms Ltd picked up helpful insights and intimate details about employee recruitment and performance appraisal not uncovered by other methods. Those interviewed in this study were representatives from the HR department, Personnel Directors, executive head-hunters, and staff members who conducted performance appraisals. (Creswell, J. W, 2014)

**Secondary Data:** This study has employed secondary data extensively in order to assess recruitment and performance evaluation procedures at Kazi Farms with industry-wide standards. In addition, the secondary data helped to provide context and recorded industry benchmarks, highlighting unique strategies adopted by Kazi Farms Ltd.

Sources included:

- Direct observation
- Official documents from Kazi Farms Ltd.
- Published articles and reports on HR practices in the agricultural and manufacturing sectors. (See Appendix E)

### 1.4.2 Data Analysis

Analysis The data was analyzed using Thematic analysis. The data were coded and thematically analyzed such that themes or patterns related to recruitment practices or performance appraisals emerged. Transcripts of the interviews were coded, and answers were assigned to categories that mirror common experiences and difficulties with recruitment and performance management approaches. Secondary data was also examined based on its potential to be mapped onto the company's internal process.

The reason for using theme analysis was that it provided flexibility in interpretation, facilitating sense-makers to make sense of the data no matter how little clear; on-again, giving a systematic way to understand exactly the process through which Kazi Farm Ltd recruits their employee and criteria on which effective performance would be judged.

# Chapter 2: Organizational Overview

## 2.1 Company Profile

Kazi Farms Limited is a major business house in Bangladesh's poultry sector. Apart from its business operations, the company is also engaged in the empowerment of local poultry farmers through the supply of day old chicks, feeds and veterinary services which will enable them to leave for nothing chances at a successful investment. Kazi Farms has been following its strategic plan to diversify as a poultry throughout the years. The association focuses on animal welfare, sustainable and holistic development of Bangladesh's poultry industry. Its Bio-Security policy guarantees high levels of bio- security and hygiene on farms, through the application of strict safety systems, modern technology and vigilant procedure to provide a safe and healthy product for today's market. (Aman, M. A. H. A, 2021/2022).

Profile Founded in 1996, Kazi Farms Group is now one of the largest agro-industrial groups active in various business areas including poultry breeding, production of broiler and layer, day-old-chick AVC feed milling, and livestock production. The venture was the pioneer in exporting hatching eggs and day-old chicks from Bangladesh and in 2004 set up its own grand-parent (GP) farms to further augment poultry production. History: Originally the company started as a poultry farm only, but diversified in course of time by association with Kazi Foods (KFIL), Kazi Media (KML) and Sysnova Information Systems Ltd. The business of Kazi Farm covers almost all parts of Bangladesh with regional office at Gazipur, Rangpur, Panchagarh, Sylhet. Kazi Farms is a savior for the local poultry farmers as it helps in achieving self-sufficiency in this sector. The company donated 10,000-day-old chicks to families affected by flooding in 2024, the Dhaka Tribune reported. FROZ: It is to be noted that Kazi Farms has received also 'Best Brand Award 2023' in the frozen food sector. In addition to expanding its business, it goes the extra mile by providing jobs and earning customer trust free loading 14 its everyday mantra.

## 2.2 Mission, Vision, and Values

**Mission:** Kazi Farms is dedicated to providing poultry farmers with high-quality chicks, hatching eggs, and feed to enhance agricultural productivity and growth. The company ensures that its products are safe, reliable, and meet the highest standards of quality.

**Vision:** To have a vision of a more prosperous Bangladesh, where poultry farmers are generating income by producing safe food.

The **core values** of Kazi Farms Ltd. are stated as follows:

- Quality and Safety
- Sustainability
- Innovation
- Community Engagement
- Integrity

## 2.3 Major Business Units

**Poultry & Hatchery:** The largest producer of day-old broiler chicks (DOCs) in Bangladesh, Kazi Farms Ltd. has its own breeder farms, hatcheries, and grandparent (GP) farms to ensure a reliable supply of quality chicks for the market. kazifarms.com

**Feed Mills:** In 2006, Kazi Farms Ltd. began producing poultry feed and quickly became the market leader in quality as well as quantity. The Gajaria feed mill was designed to produce feed of only the highest quality, with help from America and Europe's technical expertise for this purpose】 Kazifarms.com

**Egg Production:** The commercial layers for Kazi Farms Ltd. are located on the company's own property. As a result, it is Bangladesh's largest producer of table eggs from commercial sources. Kazi Farms is also in Bangladesh and a few neighboring countries like Malaysia, Singapore, Myanmar, etc., a distributor for Hy-Line brown or white.

**Frozen Food & Ice Cream:** With Kazi Food Industries Ltd., the company makes and sells frozen food products and ice cream. Brands under this unit include Bellissimo and ZaNZee for ice cream, and Kazi Farms Kitchen for frozen food items.

**Organic Fertilizer:** Kazi Farms Ltd. is the market leader in the production of composted organic fertilizer. This product is made through the bacterial fermentation of chicken manure, resulting in a natural, healthy fertilizer high in organic matter.

**Information Technology:** Sysnova Information Systems Ltd., a sister company of Kazi Farms Ltd., is engaged in developing open-source and free software for Enterprise Resource Planning (ERP) as well as providing solutions to various companies in Bangladesh. In the future, the computer information field of Bangladesh lies with institutions like these that can create hardware and overseas instruction that meet industry-quality standards. In 2005, Tech Supermarket Ltd sold nearly half its shares to France's 4th largest computer conglomerate, Bull. Tiger IT, the pioneer software developer in Bangladesh, followed suit in 2007, and Gemini Communication invested heavily to gain control over their shares one year later.

**Media:** Kazi Media Ltd. operates Deepto TV, a satellite television channel that began broadcasting in November 2015. This channel includes entertainment programs, news shows, and educational classes, among other kinds of content. (Kazi Food Industries Limited, 2025)

#### 2.4 Human Resource Division of Kazi Farms Limited

Kazi Farms Limited's Human Resources (HR) is in the driver's seat for ensuring the organization's success: it should tend to the growth and management of our workforce. Every aspect of human resources in a corporation – from hiring people to evaluating them – is handled by this division. This includes everything from animal husbandry, hatching, and feed milling to poultry experts. Workers with superb technical skills are recruited, and the HR team breaks its back to ensure people actually enjoy their jobs. The HR Department is also in charge of employee financial settlements, including salary allocation, bonuses, and any other allowances, and oversees all matters related to do with finance. The Strong performance management also is a key role of this department and there is a strong system for performance appraisal, providing feedback to employees, and career guidance. We are committed to upholding the labor rights of all employees and ensuring they work in a safe environment where their health is never compromised at Kazi Farms Limited -for any glove producer. In addition, the HR department plays an important role in order to sustain a healthy work culture and build up employee morale. It settles arguments, promotes employee relationships and watches out for the welfare of those employees. To heighten staff skills, raise productivity, and groom future leaders from among the current crop of employees, these activities are the aim of training and development programs on a continuous basis. In short, the HR division is vital for making Kazi Farms Limited a place where people are recognized, appreciated, and encouraged to contribute over the long term. (Aman, M. A. H. A., 2021/2022)

## 2.5 Recruitment Strategy of Kazi Farms Ltd.

Kazi Farms Ltd. has a thorough hiring plan that aims to bring in the best workers for its many different businesses, such as poultry, hatcheries, feed mills, and organic products. The organization uses a strategic recruitment plan that combines internal and external hiring sources.

To gain a thorough understanding of Kazi Farms' hiring and performance review processes, a systematic questionnaire was created and given to a group of employees from the Human Resources and departmental management teams. (See *Appendix A*)

**Internal Recruitment:** Kazi Farms wants its employees to move around within the company, so they can apply for higher jobs or move to new areas. This technique not only makes employees feel better about their jobs, but it is also important to find talented manpower for the organization.

**External Recruitment:** The company also recruits external candidates so as to meet the growing demands of its business. Hiring people can be done in many ways, like through job portals, recruitment consultants and campus recruitments. Kazi Farms Ltd. is very concerned for people joining any of its divisions are values driven and the skills that they will require depends on their profession and what job category they wish to apply.

**Selection Criteria:** The selection process involves several stages, such as résumé review, interviews, and assessment centers are employed to search for individuals possessing the right technical skillset and a fit with the company culture. The HR staff at Kazi Farms Ltd. looks for people who are flexible, creative, and can help the firm expand and mix their creativity.

Kazi Farms Ltd. uses these methods to make sure that it hires qualified and capable people who are ready to do their jobs successfully and help the company reach its overall goals (Kazi Farms Ltd., n.d.).

The TA team is also known as the “Recruitment team” which specifically focuses on the initial stages of hiring to onboarding an employee. The recruitment process includes multiple sequential stages to ensure an effective hiring process.

## 2.6 Performance Evaluation of Kazi Farms Ltd.

Kazi Farms Ltd. has a disciplined way to evaluate employee performance and give them feedback so they can progress professionally. The goal of the performance management approach is to ensure that each and all employee's aims are in line with the company's strategic goals. (See *Appendix C*)

The main parts of the performance evaluation process are:

**Goal Setting:** As each performance cycle begins, both workers and their supervisors sit down together, using the acronym SMART (specific, measurable, achievable, relevant, and time-bound) goals standard on formulating what they want out of this year vs next. These goals are directly related to the enterprise's aims in order to encourage individuals' contributions toward overall business growth.

**Continuous Monitoring:** As employees, every employee wants to achieve their target; a performance review could be a good tracking system. Such constant surveillance allows supervisors to head off potential problems early and offer help or training where needed.

**360-Degree Feedback:** Kazi Farms Ltd. operates a 360-degree feedback system. Employees are evaluated on their job performance at different levels, including managers, peers, and subordinates. That way, everything gets evaluated, and it is never dependent on merely one point of view.

**Annual Appraisal:** After each performance cycle, the employees are subjected to an annual rating. They are rated judged on their achievements, skills and items for development. Their performance reviews end up determining who gets promoted, who sees a raise in salary and who is put on career development plans. Employee Development: After performance appraisal Kazi Farms Ltd. offers training programs and development activities to its employees where the employee develop their skills and competencies as well fill-up the lacks in job performances that eventually results career growth of employee and organizational efficiency (Kazi Farms Ltd., n.d.).

## 2.7 Recruitment Impact on Performance Evaluation

The effectiveness of Kazi Farms Ltd.'s performance appraisal directly depends upon the employment process. A sound hiring process guarantees that employees taken on for every job fit not only the qualifications requirement, but also the values and the culture of a company. Because employees who are strongly aligned with the corporate culture generally work better, achieve goals more successfully, and engage in constructive feedback during reviews, this alignment is crucial to how a performance review should be conducted. (Alam, S, 2019)

- **Quality of Talent Pool:** How good the employees that we bring in is a determining factor for performance appraisal frameworks. When skilled persons with the right ideas and attitudes are hired, they are more able to meet objectives as well. Their roles will be well thought of on assessments by making a great performance review for employees of this type
  
- **Goals:** Bringing people on board whose personal and professional aims coincide with those of the company also boosts the accuracy in evaluating performance. An employee who identifies with and enjoys the company's mission is able to consistently do good work. Most importantly, such a person can set the right goals for appraisal.
  
- **Keeping Employees:** Hiring the right people can make employees happier and more likely to stay with the company, which makes the performance review process easier. Long-term employees know the company's operations better, which leads to improved overall performance and a simpler evaluation process (Kazi Farms Ltd., n.d.).

## 2.8 Gaps Identified

Despite Kazi Farms Ltd.'s recruitment and performance evaluation framework being of high quality, there are still more than a few gaps:

- **Limited External Talent Pool:** While clearly staff morale and retention are advantageous through internal contract assignments, there is an over reliance on external contracting which could hamper the diversity and “new ideas” coming into of the business.
  
- **Bias in 360- Degree Feedback:** This approach is wide ranging but may potentially be tainted or have variations in judgment on the part of peers as well as subordinates; which can affect fairness of performance appraisal.

- **Transparency in Performance Evaluation:** The employees may not necessarily know why they are being evaluated in such a way or what the standards are. This ambiguity breeds misunderstanding, and often resentment — especially when it comes to raises or promotions.
- **Training Gaps in Recruitment:** In recruitment, there are more trainings required for the recruiting team about new trends and techniques for finding the right talent because if they know how to recruit for the type of person which actually fits the organization then naturally higher quality employees as well as numbers of capable candidates may be available (Kazi Farms Ltd., n.d.).

# Chapter 3: Literature Review

## 3.1 Introduction

Providing a summary of HRM research, we focus here on mere points within the areas of recruiting employees and evaluating their performance. Its goal is to establish a theoretical basis for understanding these two HRM functions and their impact on an organization as a whole (Aguinis, 2018). This review looks at various models and theories, finding good practices and identifying areas where Kazi farms Ltd. would be well advised to strengthen its HRM strategies.

## 3.2 Core Concept of Human Resource Management

Human resource management (HRM) is a series of practices aimed at correctly managing the human capital of an organization, some or all. The principal functions of HR management include:

**Recruitment and Selection:** Attract and recruit people who have the training, qualifications, and experience needed for the job

**Training and Development:** Raise employees' skill levels and knowledge so they can perform better

**Performance Management:** Establish standards to measure employee performance. Try to change these in the direction of the company goals.

**Compensation and Benefits:** Organize and implement systems for pay and rewards to motivate employees effectively

**Employee Relations:** To maintain good relations with the company's workforce

These functions are interconnected and combined to form an overall system. They hasten the meeting of organizational objectives

## 3.3 Recruitment

Recruiting is to bring, choose, and get suitable candidates to fill positions in the organization. Effective recruitment strategies are a must to get the right talent that meets an organization's needs and culture. (Breugh, J. A, 2008)

**Harvard Model of HRM:** Suggests that it is essential for HRM practices and corporate strategies to be aligned with the interests of the stakeholders.

**Ulrich's HR Model:** Emphasizes the activity completed by HR professionals as strategic partners, administrators, employee champions, and change agents.

### 3.3.1 Recruitment Procedures: Concepts

**Planning and job analysis:** Canonical HR texts emphasize beginning with workforce planning and job analysis to spell out duties, KSAOs (knowledge, skills, abilities, and other characteristics), and performance standards. Prior insight into these questions, other only for your private reports but no statistics; so, we shall not count stocks listed after year-end but still held responsibly. Overall, Higher quality and a wider pool of candidates mean more people available to fill specific positions. (Aguinis, 2018)

**Employer branding and attraction:** Employer branding — the realm of a company's distinct employer at the same time, impression It is part of how a factor works; race should not be mentioned in any opposing ballot or advertising Converging employer brands on one location 'in the North of England' might attract enough qualified candidates with similar aspirations for integrating them into global DCL employee groups. Employer branding--the expression employer value proposition-- integrates RBV and brand-equity logics. In competitive labor markets such as feed mills for mill engineers or veterinary positions, comprehensive employer brands increase. (Lievens & Slaughter, 2016)

**Sourcing channels and E-Recruitment:** Using digital recruitment (such as career sites, job boards, and ATS) not only increases information dissemination and reduces time-to-fill but also requires attention to content credibility, targeting, and candidate experience. The evidence base finds drawbacks, but it also finds advantages. (Melanthiou, Pavlou, & Constantinou, 2015).

**Realistic Job Previews (RJP):** Providing information about working conditions that was not too pie- in-the-sky and balancing coverage increases long-term retention (or cuts early turnover), improves job satisfaction, and adjustment. We get this result consistently from our analysis of RJP.

**Selection methods and predictive validity:** Research in this field of scholastic research over the last century shows that some assessments predict well while others don't. One important meta-analysis (Hunter & Schmidt, 1996), noted in an article elsewhere on this web page, concludes that general mental ability tests (GMA), structured interviews, and work-sample tests typically generate the highest validity across all jobs. The best approach involves a combination (e.g., GMA + structured interview). This is relevant information for hiring technical and supervisory personnel in agriculture, feed milling, processing, and logistics. (Hunter & Schmidt, 1996)

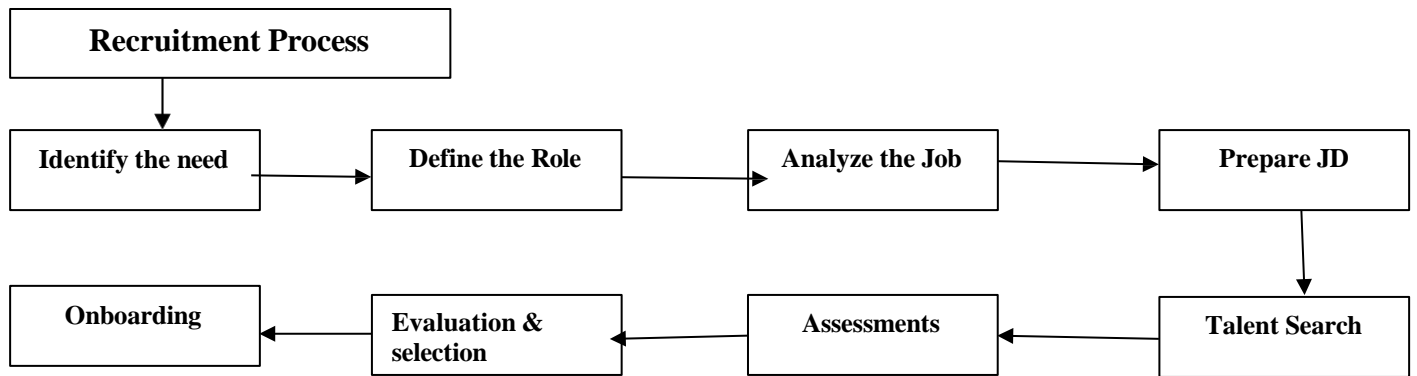


Figure 1: Recruitment Process, Source: Self-Analysis

**Structured interviews** outperform unstructured formats when keywords are related entire job, with scoring over each an anchor, and interviewers get trained.

**Work-sample tests and performance tasks** say, for example, working with machinery to see what now needs attention or going through a biosecurity SOP (standard operating procedure).

**Interviews' validity** is lower than highly structured formats.

### 3.4 Performance Evaluation

Performance evaluation (or appraisal)—when an organization evaluates an employee's job performance compared to preset standards and goals—is part of performance management. After all, wouldn't the outcome be worthless if you ignored an employee's performance? As Garengo et al. (2022) showed, the area of HRM in tandem with performance measurement and management has moved gradually from static appraisal systems to dynamic performance measurement. At that time, an employee's performance was evaluated through regular (annual) confidential reports on educational achievement and the quality and quantity of production.

**Performance evaluation** meets many needs of an enterprise: past performance appraisal controls future progress, informing remuneration or promotion decisions for the individual employee. The process identifies training and development requirements and some areas for attention, which vary from one person to another. In this way, we also integrate individual contributions with organizational performance objectives. (Garengo et al., 2022)

Yet the system of rating and ranking workers remains hindered by serious difficulties. While the objective literature reports that estimates from people who are not directly involved in an evaluation or who have their own interests at stake tend to exhibit particular kinds of bias,

they may favor those judged on the basis criterion; for example, workers from enterprise.

A tend to be more conservative than those in company B, as judged by members outside both enterprises. On top, it is seen going forward that gender discrimination in recruitment, promotion, and job assignments becomes a more serious problem. (DeNisi, A. S., & Murphy, K. R, 2017).

Recent technical developments show that deep learning and multi-source data are being incorporated into the performance evaluation, providing richer data but also raising new concerns about privacy and system transparency. (The Application of Deep Learning in Human Resource Management, 2023)

In the context of agribusiness at Kazi Farms Ltd., performance evaluation must also consider issues such as seasonal production cycles and the need for stability in planted crops. In addition to pure productivity measures, there is labor variability across fields or plants. Other metrics are non-strict or even predictable: For example, quality, safety, compliance consciousness, and cooperation levels among workers.

### 3.5 Gap Finding

- **Context-Specific Research:** The research in recruitment and performance assessment levels of writing is largely based upon large industrial or significant service organizations. Few studies are those that concentrate on agribusiness firms in developing countries (like Bangladesh) and their particular problems in HRM (such as seasonality, informal hiring, rural labor)
- **Integrated Process Studies:** At the same time, there are studies on recruitment or performance appraisal, but less so on research areas, getting into the process itself. Fewer than is desirable involve studies of recruitment processes and the results of performance evaluation (i.e., what effect does the quality of general recruitment have on Performance Appraisal scores).
- **Technology Adoption in SMEs/Agribusiness:** A number of articles mention advanced e-recruitment and AI/Deep Learning for HR processes (e.g., turn0search6; turn0academia13). Little is known, however, about how e-recruiting is implemented within the smaller or agricultural firms in question.
- **Cultural & Fit Factors:** The role of organizational culture, person-job fit, as well as local labor market conditions in recruitment and performance evaluation, there has been little written in this stream so far on the Bangladesh/agribusiness context.

### 3.6 Theoretical Framework

In terms of this study, several HR theories are appropriate.

**Human Capital Frames:** According to this theory, workers are assets whose worth may be increased by investment (training, choice, development), and it is this human capital that will bring about higher organizational performance.

**Person-organization fit / person-job match:** These models argue that the conjunction between individual and worksite or job leads them to be more effective in practice and lowers turnover by staff, because of higher levels just following success, if there is satisfaction with what one does.

**Expectancy Theory:** This theory argues that people will perform if they believe that their exertion leads to performance; good performance brings wanted outcomes such as rewards and desired. Explanations are not as appropriate for a later chapter on recruitment (set expectations) linked with later performance appraisal (provide feedback/rewards).

**Harvard HRM Model:** This model stresses the strategic role in HRM and the links between HRM's practices (recruitment, reinforcement) and organizational performance.

### 3.7 Summary

The key LR is reviewed in this chapter on HRM, recruitment, and performance evaluation. It also shows that recruitment and evaluation should not be thought of as separate activities but rather part and parcel of an HR system, indeed process. The literature also demonstrates that the use of technology in recruitment and appraisal is growing. With the trend towards dynamic performance management that is consistent with company objectives, these technologies are helpful for both managers and employees last but this is out of sight from before. Importantly, gaps were identified — particularly at agribusiness settings, in developing country interfaces between recruitment and performance evaluation. A theoretical framework was developed to support our exploration of Kazi Farms Ltd. It combines human and material resources, fit, expectancy, and strategic HRM. In the following chapters, this framework will guide an empirical paper that examines how Kazi Farms Ltd.'s recruitment procedures, performance evaluation schemes, and even any organization-level phenomena, such as whole-company strikes or how other companies feel in relation to themselves. (Kazi Food Industries Limited, 2025)

# Chapter 4: Internship Role and Responsibilities

## 4.1 Role & Responsibilities

### **Role:**

Intern – Human Resources Department, Kazi Farms Limited.

### **Responsibilities:**

I was involved in the Human Resources Department at Kazi Farms Ltd. during my internship, specifically with the Recruitment and Selection team. During my internship, I primarily handled HR operations. Here are the tasks I followed:

- I prepared job descriptions (JDs) for different jobs.
- I was responsible for the creation and maintenance of Position Specifications (PS).
- Sorted and checked CVs to produce a list of contenders.
- Helped with and coordinated interviews for different jobs.
- I assisted in the onboarding process for new employees.
- I was responsible for preparing offer letters for the selected candidates.
- I was responsible for drafting letters of appointment for newly hired employees.
- I also assisted with paperwork and other administrative responsibilities related to HR.

## 4.2 Rationale & Examples of Tasks

### **Rationale:**

My specific tasks on the HR team at Kazi Farms Ltd provided me with valuable insights into hiring and onboarding. These were things that helped the organization identify and bring in the right people, then make sure everyone was effectively integrated into the organisation. So, working with staff HR I get to see how some things done differently, and hearing from them about the hiring process has taught me much about why it's important to have an organized way of handling people.

I coordinated with my team to see that work was done timorously and efficiency. That included writing job specs, sifting through CVs and assisting with interviews. My role was directly related to hiring new employees and ensuring that Kazi Farms Ltd had the correct number of workers to meet its operational goals.

**Example of Tasks:**

One of my primary responsibilities was to Write Job Descriptions (JDs) (Refer Appendix B) for the various roles in the organization. I collaborated with HR leadership to ensure that the job descriptions conveyed what the primary tasks, required skills and any other expectations were of each position. This position called for someone who could be detail oriented but also understand the know each department and what they needed.”

In addition to JDs, I also worked on Position Specifications (PS) for various positions. This document contained a concise description of the desired credentials and experience for each position, which also aided in hiring. This exercise taught me the importance of specifying roles when it comes to getting the right people to apply.

I did a lot of the background work, sifting and screening CVs. This involved reviewing folks’ applications and ensuring that the people who applied met the minimal requirements of what we were looking for in a hire. The best way to quickly and easily find the best candidates was by looking at a lot of CVs. That’s a critical thing in a rapid hiring environment.

It was part of my job to even help facilitate interviews for candidates. I scheduled interviews, spoke with candidates and hiring managers, and ensured that everything was set for a successful interview. This job taught me how organizational and communicative skills are key to easing the process of interviewing.

One of the other things I did was get new hires acclimatized. I facilitated all the paperwork, ensured new employees understood company policies and helped them acclimate to work. I learned a lot about what it means to be an employee out of the gate this part of my internship.

I also helped draft offer letters to several of the individuals who were selected. I wrote the offer letters after I chose the candidates for the job. Those letters contained information on the job, pay and other terms of employment. It was an essential role, as it was the final step before hiring a new person.

As people accepted offers of employment I would write up appointment letters for the new hires. I was one of the authors and transmitters of the letters, that is to say, everyone in town saw them as official documents that defined conditions of employment.

Finally, I assisted with various administrative tasks in the HR department such as updating employee files and ensuring that all pertaining HR paper work was filed appropriately. That was an excellent overview of HR and also a reminder that when you do admin work to always pay close attention – something I haven't done enough in the past.

These responsibilities are where I learned everything and all I ever need to in real life about how HR processes work and help the company be successful as an entity. This experience also allowed me to enhance my professional skills and work with people of other departments in the company.

# Chapter 5: Key Learnings and Experiences

## 5.1 Key Learnings

As a Human Resources Intern at Kazi Farms Ltd., I am not only learning extensive new and relevant skills, but also practicing them in real scenarios. All of the below listed things are interesting in themselves and personally (I hope) useful or important.

**Understanding the Recruitment Process:** My experience at Kazi Farms Ltd. enriched my learning of the recruitment process starting from drafting job descriptions up to allowing new employees adaption period at work. It made me realise how critical it is to hire and match the right people with your org, and that in fact you CAN develop a process around hiring which can help generate: better even-stunning results.

**Developing Attention to Detail in HR Documentation:** The key take-away from that training was that creation of job description (JD), position specification (PS), offer letter, and appointment letters; is detailed work. All these documents are crucial in providing clear expectations and minimizing recruiting friction.

**Building Effective Communication Skills:** By discussing with candidates, interviewing and briefings HR team members I have become more articulate. HR communications, be it verbal or written form, needs to be accurate; else the data cannot be depended on.

**Time Management and Prioritization:** It was a mixed bag of activities from organization with classifying resume summaries, to job function being like typing out documents or assisting in interviewing workers but I definitely learned good time management. When I control my deadlines-- and what to do next--everything goes very smoothly.

**Collaborating Across Teams:** I also picked up some skills on how to be more interdepartmentally collaborative. By working much more collaboratively when go-to-market teams interview and onboard team members -- and by ensuring their diverse missions embody what you're trying to do as a whole the hiring strategy, we made it a far superior system."

**Adaptable to HR Challenges:** Working in the high-energy environment at Kazi Farms Ltd., I have developed my skill of adapting to various ever-changing situations. Be the month's end. Recording teaching efforts, then passing off a new crop of colleagues.

## 5.2 Experiences

During my internship at Kazi Farms Ltd., I was provided with a richer understanding of HR function. The job I did gave me opportunities to take part in all elements of recruitment, from creating job descriptions (JDs) with team members at three-aside interviews to onboarding. I spend many hours helping to sort CVs, conduct interviews, and prepare formal papers like offer letters as well as appointment letters. In the process, my knowledge of HR operations was deepened, and my interest in going into HR management was furthered. It is valuable only when the recruitment of people is smooth and efficient, when new hires are linked with the company spirit of the organization, and when proper job requirements are met. I learned that from this experience. Not only that, but I had the opportunity at Kazi Farms Ltd. to create JDs and establish PS for senior staff. That gave me hands-on experience in understanding what skills and qualifications are required in different roles within a particular company. It was a good introduction for anyone desiring first-hand contact with the recruitment process.



Figure 3. Simplified HR Structure at Kazi Farms Ltd.

## 5.3 Connection with Academia

By joining the HR team, future graduates are able to make good use of their academic studies. I thus had the chance to directly apply HR theories I had learned in school. Theory tends to come alive with practice. Several HR theories and principles suddenly held colorful meaning when I saw them applied in practice:

**Job Design and Analysis:** In preparing job descriptions (JDs) and position specifications (PS), I not only did a practical activity that supported what I had learnt theoretically. It also allowed me to see how companies design and structure their job roles for conformity to the needs of the organization.

**Recruitment and Selection:** I got to see recruitment theories in practice through sorting through resumes and conducting interviews. I was reminded of the necessity to have a streamlined hiring process and ensure that anyone in consideration meets certain requirements for the role.

**Employee Onboarding:** I also completed the worker tour where I was able to integrate some of the theories that I learned through my text books regarding how employees become engaged and are retained to what is actually happening. I realized just how important it is to make new team members feel that the organization wants to welcome them and give them support.”

**Performance Management:** Part of shaping the appointment letters and offering them, I learnt how the performance appraisals work here in this company. I would get a sense of how performance management does or doesn't align with the workplace's employees' expectations and organizational purposes.

## Chapter 6: Critique and Reflections

### 6.1 Critical Evaluation

I had a great learning time in Kazi Farms Ltd. Now I have acquired HR knowledge, company structure and how hiring process really happens. The kind of work I was doing included JD making, PS preparation, resume short listing, working in co-ordination with colleagues during interviews and handling joining formalities of new joiners. These duties, though useful to hone my skills in HR, presented problems in that the recruitment process, as well as employee orientation, were more complicated than expected. However, it was at this time that I thoroughly learned the importance of complete and accurate documents in recruitment.

### 6.2 Recruitment Process at Kazi Farms Ltd.

At Kazi Farms Ltd., the whole procedure of recruitment and introduction follows a rigid, well-defined system. In this way, the company selects the right people and ensures they are fully integrated into their new work situation. I actively contributed to the following steps in the recruitment procedure:

1. **Job Descriptions (JD) and Position Statements:** I helped write extensive job descriptions for different positions to make sure they accurately described the duties that came with them (See Appendix B). Wrote position statements to support job descriptions and link them to the company's goals, making sure that everyone knew what was expected of them and what qualities they needed.
2. **Candidate Sourcing and Screening:** Finding and screening candidates. Made a selection of the best applicants on the job needs, selects on CVs and applications. Partnered with hiring team to conduct initial screenings and interviews, sourcing for the best applicants.
3. **Interview Coordination:** Setting up interviews. Assisted in the interviews through the construction of interview panels and coordination of interviews. Collaborated with line managers to ensure the interview process was seamless and candidates were satisfied.

4. **Onboarding Process:** I used this feature for the on boarding process and it prepped offer letters and sent the same to candidates that were shortlisted, making note of all terms as being correct. Helped draft appointment letters and other documents for new employees.
5. **Approval Process:** Steve partnered with HR to obtain approvals for new hires and for ensuring that all legal and process related criteria has been met while making the hire. He assisted his team to get approvals for new openings.
6. **Training and Development:** Training and Development. I observed and lent my support in training and developing new staff to ensure everyone understood Kazi Farms' rules, culture and how things were expected to function.

### 6.3 Recruitment Strategies and Challenges

During the internship, I came to realize better about the recruiting practices that Kazi Farms Ltd. is implementing to enable us work with our lives. Another challenge on the way is:

**Communication and Collaboration across Sections:** A problem that was encountered was how to improve the communication among various silos that were involved in the recruitment process. Effective open communication between HR and management and other departments is key to smooth hiring process.

**Meeting Time Limits and Deadlines:** The recruitment drive at Kazi Farms was all about timing – having to rush to bring people on board. A major task was carrying out a variety of jobs within such time constraints, particularly when the need was urgent.

**Hiring New Employees:** This is an additional problem. Currently, the process itself is quite straightforward, but at times, a certain process will have to be postponed due to a lack of explicit guidelines.

## 6.4 Findings of the Study

According to my observation and involvement, several key findings emerged regarding the role of recruitment in developing training policy at Kazi Farms Ltd.

### **Importance of Clear Job Descriptions and Position Statements**

The more explicit and detailed the job descriptions and position statements are, the more likely you are to discover the ideal personnel for your firm. When I was an intern and read a format JD, it seemed to help make sure that candidates and job responsibilities were on the same page. I learned throughout my internship that having well-structured JDs helped to better match what candidates expected from the position with what they were supposed to do.

### **Efficiency in Screening and Interview Coordination**

The main premise behind effective screening and interviewing is that only the best candidates should move on to the next step in the hiring process. I learned how important it is to always be professional and straightforward when talking to candidates as part of the interview coordination.

### **Need for better onboarding processes**

If we want new employees at Kazi Farms Ltd. to feel like they are part of the firm from day one, we need to improve our present onboarding process. Although I have to write offer letters and appointment letters in the course of my work, more individualized onboarding methods may retain employees and change who we are.

### **Finding a balance between hiring and the goals of the organization**

I believe that bringing in individuals is not only about filling a position, it's about the alignment of the recruitment process with the company long term vision and goals. For example when hiring you must consider what is required for each job, in terms both of the culture of your organisation and an individual's ability

## 6.5 Reflection

My "formal" development was actually the challenges I experienced during my interning phase. What were your key takeaways?

**Time Management and Prioritization:** : I learned to focus on a present task. Furthermore, managing short deadlines taught me the balance of prioritizing and self-management (a lesson

I wish everybody could develop). I learnt to be disciplined enough to ensure that HR related was done on time.

**Enhancing Communication Skills:** The need for communication to schedule interviews, get everyone to come at the same time and work with people on the team that scheduled themselves left me well practiced day after day. My interaction with candidates has polished my skills of expression through oral and written language.

**Understanding Organizational Needs:** At here I could realize how the recruitment process really influences on company culture as well as organization structure at Kazi Farms Ltd.

# Chapter 7: Recommendations and Conclusion

## 7.1 Conclusion

In short, Kazi Farms Ltd has quite a few good things happening in the aspects of hiring and evaluating employees. They have well-design hiring processes (among other things), ensure roles match performance requirements, and rely on HRMIS/ERP systems to monitor performance. These are significant strengths that will enable HR to do a great job, just let's give them the proper guidelines.

But, like so many institutions, there's still work to do. For instance, hiring should be more transparent, onboarding stronger and feedback and development better integrated in appraisals, while hiring and performance data should be more closely connected. By following the suggestions above, Kazi Farms can improve its HR skills even more, hire and keep high-performing employees, and make sure that all of its employees are working toward the company's goals.

In the end, the HR department at Kazi Farms is very important to the company's strategy. By making hiring and performance reviews better, the company can make employees happier, lower turnover, boost productivity, and help it reach its goal of "a more prosperous Bangladesh, where poultry farmers are making money by producing safe food."

## 7.2 Objective-Based Output

This report fulfills the study's objectives by delineating Kazi Farms' internal recruitment procedures and performance evaluation techniques, scrutinizing its external recruitment strategies, and evaluating the discrepancies between recruitment processes and performance assessment. The results make it evident how these regions are run and where they may be better. (See *Appendix D*)

## Chapter 8: Recommendations

### **Enhance Transparency in Recruitment**

- To make the hiring process better for candidates and improve the company's brand, make sure that applicants understand each step of the process (for example, time frames, criteria, and feedback).
- Use applicant-tracking systems to find out where people drop out and make the pre-boarding and onboarding processes easier for the whole HR team and the organization.
- Instead of just mass advertising, think about targeted outreach for important roles like operational staff to make sure you have good pipelines and more skilled.

### **Strengthen Onboarding & Role-Clarification for New Hires**

- Create a formal onboarding program that clearly explains the job description & key performance.
- Give new employees a mentor or buddy to help them deal with the gap between what they expect.
- Make sure to go over the performance goals that were set when someone was hired after their probation.

### **Improve Feedback & Development in Performance Evaluation**

- Add structured feedback sessions, development planning, and career pathing to appraisal systems.
- Teach line managers and supervisors how to give employees good feedback and coaching.

Regularly monitor the KPIs for operational and support roles, ensuring that they are correct and positively encourage good performance – this will reduce mismatches.

Don't just rate – leverage performance data to understand what kind of trainings are necessary, where there's a lack in talent and how to plan for the future.

### **Align Recruitment and Performance Data Analytics for the organization**

- Either of those would require a dashboard linking performance metrics (first year or beyond) with recruitment metrics (such as time to fill, quality of hire and early turnover). This way HR can understand whether hiring is attracting good employees who do well.
- Leverage predictive analytics to determine what hiring sources, candidate profiles or onboarding processes drive improved overall team performance and a supportive culture.

### **Make HR work easier and more efficient for the whole team.**

- With so many programs and performance reviews to keep track of, you may want to consider automating or digitizing regular HR activities such as screening applications, monitoring performance and sending reminders for feedback. This might also reduce bureaucratic bottlenecks.
- Periodically examine HR processes (such as hiring, onboarding and performance reviews) to ensure that they are efficient, keep employees happy and align with business goals.

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## Appendix

### **Appendix A: Interview Questions for HR Department**

**Participants:** HR Manager, Recruitment Officer, and Performance Appraisal Officer at Kazi Farms Ltd.

#### **Interview Questions:**

1. What is involved in your recruitment process?
2. What does your organization do to make sure hiring is fair and transparent?
3. What applicant tracking software or tools do you use?
4. When do performance reviews take place, and who conducts them?
5. How are appraisal decisions connected with promotions and salaries?
6. How do you manage to tie performance assessment to job realities?
7. How are you combining data on hiring and performance to have better HR results.
8. What's on the roadmap to make HR go more effectively next time?

**Appendix B: Sample Job Advertisement (Kazi Farms Ltd.) Position:** Executive – Human Resource Information System

**Posted On:** 12 April 2024

**Location:** Kazi Farms Group Head Office, Dhaka

#### **Job Description:**

- Maintain and update HR database (ERP).
- Assist in the recruitment and selection process.
- Coordinate with department heads for manpower requisition.
- Prepare monthly performance reports.

#### **Requirements:**

- Bachelor's degree in HRM or MIS.
- Proficiency in MS Excel and ERP systems.
- Excellent analytical and communication skills.

**Source:** Kazi Farms Group Official Site

## Appendix C: Performance Evaluation Form (Excerpt)

### Employee Information

Name \_\_\_\_\_  
Designation \_\_\_\_\_  
Department \_\_\_\_\_  
Appraisal Period \_\_\_\_\_

Performance Area	Rating (1–5)	Comments
Job Knowledge		
Work Quality		
Attendance & Punctuality		
Teamwork & Communication		
Initiative & Innovation		
Adherence to Company Values		

Evaluator's Signature: \_\_\_\_\_

Employee's Signature: \_\_\_\_\_

## Appendix D: Data Summary Charts

### Figure 1. Satisfaction Levels with the Recruitment Process

*(Chart could display 65 % satisfied, 20 % neutral, 15 % dissatisfied.)*

### Figure 2. Frequency of Performance Feedback

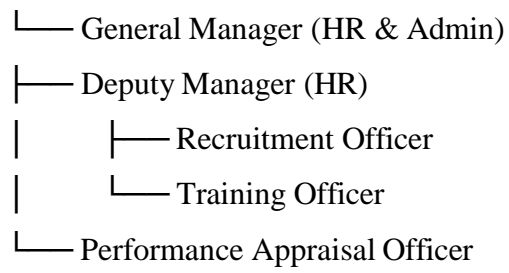
*(Chart could display 40 % quarterly, 35 % annually, 15 % monthly, 10 % never.)*

## Appendix E: Internship Activities (if applicable)

Activity	Description
Data Collection	Conducted employee surveys and HR staff interviews.
Observation	Observed recruitment interviews and onboarding sessions.
Document Review	Reviewed HR policy manuals, job circulars, and evaluation forms.
Analysis	Coded qualitative data and analyzed survey results using Excel.
Reporting	Drafted findings and recommendations for HR improvement.

## Appendix F: Organizational Hierarchy (Simplified)

**Figure 3.** Simplified HR Structure at Kazi Farms Ltd. Managing Director



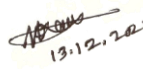


# DAFFODIL INTERNATIONAL UNIVERSITY

Faculty of Business and Entrepreneurship (FBE) Department of Business

Administration

## INTERNSHIP LOG BOOK

Student's Name:	Nazifa Tahsin	Internship Site:	Kazi Farms Ltd.
Supervisor's Name (Industry):	Md.Sahiduzzaman	Week beginning:	17 <sup>th</sup> May 2025
Supervisor's Name and Signature (Academic):	 13.12.2025 Dr. Nuray Akter		

### Summary of Internship Activities (Maximum 200 words)

During my internship at Kazi Farms Ltd., I acquired valuable hands-on experience in several aspects of human resource management, including HR administration and compliance. My duties included assistance with recruiting and selection processes such as CV sorting, candidate communication, interview coordination, and the drafting of interview-related documentation. I also worked on onboarding and induction programs, creating appointment letters, keeping personal files, and validating important documents such as NIDs, TINs, and certificates.

I was actively involved in documenting performance appraisals, preparing competency forms, and coordinating internship programs, all of which improved my organizational and communication abilities. I also helped with employee engagement campaigns, HR products, and CSR recruitment programs. Payroll basics, NOC verification, resignation papers, and final settlement entry helped me comprehend the technical and compliance aspects of human resources.

Please document in detail the activities in which you participated, and specific incidents you observed daily/weekly to enable you to answer the attached questions.

Week & Date:	Description of Activity
Week 1:	<ul style="list-style-type: none"> <li>• Overview of HR, Admin &amp; Compliance functions and different HR wings. Also observed how HR interacts with different departments to ensure smooth operations.</li> <li>• Assisted in recruitment basics like CV sorting and shortlisting. Gained knowledge about different sourcing channels used at Kazi Farms Ltd..</li> <li>• Observed HR documentation process (personal file setup, forms &amp; records). Learned the importance of accuracy and confidentiality in maintaining employee files.</li> </ul>
Week 2:	<ul style="list-style-type: none"> <li>• Supported recruitment activities including written tests and online assessments. Helped in preparing question sets and monitoring assessments.</li> <li>• Assisted in interview coordination (candidate communication, panel support). Experienced how professional communication maintains candidate engagement.</li> <li>• Prepared interview questions and attendance sheets. Learned to design competency-based interview questions for different job roles.</li> </ul>
Week 3:	<ul style="list-style-type: none"> <li>• Engaged in onboarding and induction sessions for new employees. Assisted in presentations and ice-breaking sessions during induction.</li> <li>• Assisted in preparing offer, acceptance, and appointment letters. Understood the legal and organizational importance of each document.</li> <li>• Maintained joining documentation and medical officer's approval process. Learned the procedure of pre-employment medical checks for new hires.</li> </ul>

<p>Week 4:</p>	<ul style="list-style-type: none"> <li>• Supported personal file preparation and auditing (TIN, NID, certificates). Developed attention to detail while ensuring all required documents were attached.</li> <li>• Verified educational documents and updated HR records. Understood the process of authentication and compliance verification.</li> <li>• Assisted in resignation process and service loyalty certificates. Learned how exit documentation impacts employee records.</li> </ul>
<p>Week 5:</p>	<ul style="list-style-type: none"> <li>• Helped in internship program coordination (log books, schedules, meet &amp; greet slides). Observed how structured planning makes internship programs successful.</li> <li>• Assisted in internship written tests and certificate preparation. Understood how assessments help evaluate interns' performance.</li> <li>• Collected and distributed internship-related documents. Learned how to track and organize documents for smooth workflow</li> </ul>
<p>Week 6:</p>	<ul style="list-style-type: none"> <li>• Participated in “Voice of Ex-Colleagues” program (data collection from ex-employees). Gained insights into employee turnover and exit reasons.</li> <li>• Assisted in CSR internship recruitment and interview coordination. Learned how CSR programs connect organizations with social responsibility.</li> <li>• Observed HR products and competency-based appraisal documentation. Understood how HR products strengthen employee engagement.</li> </ul>
<p>Week 7:</p>	<ul style="list-style-type: none"> <li>• Learned payroll basics (support in final settlement data entry). Understood how accurate payroll processing ensures employee satisfaction.</li> <li>• Assisted in NOC verification and certificate issuance. Learned the legal importance of proper document verification.</li> <li>• Engaged in competency form preparation and appraisal support. Developed skills in data handling and HR performance tracking.</li> </ul>

Week 8:	<ul style="list-style-type: none"> <li>• Assisted in recruitment support tasks like panel coordination. Learned how to manage time and resources during job fairs.</li> <li>• Learned bill processing for interview snacks and related admin work. Understood how even small administrative tasks support HR operations</li> </ul>
Week 9:	<ul style="list-style-type: none"> <li>• Supported resignation and exit process documentation. Learned about exit interviews and employee clearance procedures.</li> <li>• Assisted in contractual appointment letters of sailors. Understood the importance of contract management in HR.</li> <li>• Maintained updated HR records and score sheets. Developed record-keeping skills essential for compliance.</li> </ul>
Week 10:	<ul style="list-style-type: none"> <li>• Assisted in performance appraisal documentation and competency forms. Understood the link between performance evaluation and employee motivation.</li> <li>• Observed employee relations practices and engagement initiatives. Learned how engagement improves retention and satisfaction.</li> <li>• Learned about HRIS updates and employee file maintenance. Understood the role of HR software in modern HR operations.</li> </ul>
Week 11:	<ul style="list-style-type: none"> <li>• Engaged in administrative tasks such as official letters and HR record audits. Improved my understanding of HR's role in corporate governance.</li> <li>• Supported employee welfare-related documentation. Learned how HR contributes to employee well-being beyond salary.</li> <li>• Assisted in final internship evaluation (report, test, viva). Gained experience in organizing assessment events.</li> </ul>
Week 12:	<ul style="list-style-type: none"> <li>• Final week: summarized internship learning experience and departmental observations.</li> <li>• Prepared internship report draft and cross-checked data with HR team.</li> <li>• Completed internship evaluation through written test, viva presentation, and supervisor feedback.</li> <li>• Shared personal learning outcomes and improvement areas with supervisor.</li> </ul>

1.	What major weekly activities have you done?
2.	What new knowledge or skills did you learn on the internship this week? Describe.
3.	What have you learned in coursework that you applied in the internship?
4.	List any difficulties, mistakes, pleasant or unpleasant experiences that occurred this week. What did you do to correct your mistake (s)?
5.	On what skill or question could you use help in performing your internship responsibilities better?
6.	What interesting or challenging experience did you have with your fellow workers or site supervisor? Describe.

Intern Signature:	<i>Nazifa</i>	
	Name: Nazifa Tahsin	Date: 17 <sup>th</sup> August 2025



## DAFFODIL INTERNATIONAL UNIVERSITY

Faculty of Business and Entrepreneurship (FBE)

Department of Business Administration

Intern Assessment Form (Employer)

Semester: Summer

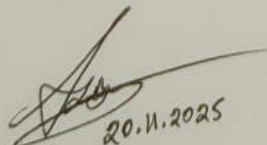
Year: 2025

Name of the Intern: Nazifa Tahsin

Name of the Supervisor: Md. Shahiduzzaman

Please rate the Intern's Performance based on the following criteria (Please Tick "✓")

Specific Area	Please rate his/her performance on a 10-point Scale (1=Poor Performance.....10= High Performance)									
	1	2	3	4	5	6	7	8	9	10
Regularity in Office									✓	
Communication Skill								✓		
Work Responsibilities & Accountability									✓	
Work Ability (Independently/Team)										✓
Adaptability in working place								✓		

  
20.11.2025  
Signature with Date

(Including official seal)

Md. Shahiduzzaman  
Assistant Manager, HR (Talent Acquisition)  
Corporate Office  
Kazi Farms Ltd.

221-11-1593

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