

# **Internship Report**

## **On**

### **Recruitment and Selection Practices at Dhaka Tribune**

#### **Submitted to :**

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## Approval Certificate

This is to certify that the internship report titled “Recruitment and Selection Practices at Dhaka Tribune” has been prepared by Sadman Nazmu Siddique, ID: 173-11-5672, Department of Business Administration, Daffodil International University. The report has been submitted in partial fulfillment of the requirements for the degree of Bachelor of Business Administration (BBA).

I hereby declare that this report has been prepared under my supervision and guidance, and I approve it for submission.



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## Declaration

I, Sadman Nazmu Siddique, ID: 173-11-5672, Department of Business Administration, Daffodil International University, do hereby declare that the internship report titled “Recruitment and Selection Practices at Dhaka Tribune” has been prepared by me under the supervision of Dr. Khadiza Rahman Tanchi, Associate Professor, Faculty of Business & Entrepreneurship, Daffodil International University.

I also declare that this report is my own work and has not been submitted to any other university or institution for the award of any degree, diploma, or certificate.



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Signature of the Student

Sadman Nazmu Siddique  
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**Acknowledgement**

I am grateful to Almighty Allah for giving me the strength and patience to complete my internship and this report.

I would like to sincerely thank my academic supervisor, Dr. Khadiza Rahman Tanchi (Associate Professor) Faculty of Business & Entrepreneurship, Daffodil International University for continuous guidance and valuable support.

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## **Executive Summary**

This report is based on my internship experience at Dhaka Tribune, one of the leading English-language newspapers in Bangladesh. The purpose of the internship was to gain real-world exposure and apply theoretical knowledge in practice.

The report highlights the Human Resource practices of the organization, focusing on recruitment, training, performance management, and employee development. My observations show that while the HR system is professional and structured, there is scope for improvement in digital HR operations and performance assessment.

Overall, the internship enhanced my professional skills, improved my understanding of HR practices, and prepared me for future challenges.

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# **Recruitment and Selection Practices at Dhaka Tribune**

## **Chapter 1: Introduction**

### **1. Background**

Internships have been an inseparable part of DBA human resource management students simply because the internship provides them with a rare chance to utilise their theoretical knowledge in practical organisational environments. The internship programme is not primarily meant to be there as a facility but rather as a vehicle through which get hands-on experience and professional skill growth and rather as a vehicle through which one appreciates the industry.

I selected Dhaka Tribune as my internship host because I can rank it among the most renowned and frequently read English language newspapers in Bangladesh, and its formal rate of HR functioning. The recruitment processes used by the newspaper and the focus on merit serve as an excellent place to see the practise of Hr in action as well as the focus on employee development that the newspaper has made.

At media houses such as Dhaka Tribune, the practise of recruitment and selection is generally rushed and must be strictly coordinated at Dhaka Tribune media house. The possible lessons that I learned during this process involved the speed with which the organisation manages the hiring process with balance between considering quality and fairness. The practical applicability of academic theories in TQM, a concept of accuracy and process improvement, and SHRM, a concept of integrating HR practises with the objectives of the organisation, was directly evident in practise.

Throughout the internship, I worked on reselling CVs on different posts, interview schedules, key communication between applicants and HR, staff attendance, and HR files, and assistance in onboarding new employees. All these activities gave me an opportunity to directly observe how careful HR procedures can ultimately lead to efficiency of the entire organisation.

## **2. Statement of the Problem**

Despite the overall positive recruitment and selection practises experience at Dhaka Tribune, some challenges were observed. The HR department was pleasantly involved in a lot of cooperative detailing, but ever so, there was a slight contact with specific workers who may not have interacted with others (not in a junior level) because of their busy schedules or rank or status in the company. This posed some slight communication barriers particularly during the process of clarifying on tasks requirements or getting the flow of work.

The other problem was getting accustomed to the polls and requirement of a professional newsroom, where frequently it was necessary to complete various tasks at once and distribute priorities effectively. Although these problems were small, they showed my flexibility, ability to organise time, and faithfulness. However, addressing them was possible through active communication, advance planning of meetings, and consulting the supervisors in every situation.

## **3. Significance of the Study**

### Academic Significance:

Offers valuable information about recruitment and selection in Dhaka Tribune media home because very limited has been given on hiring and recruitment in the media.

Clocks the gap between classroom theories (including Total Quality Management and Strategic Human Resource Management) and real Human Resource practises.

Provides a case study that future researchers and students may use to comprehend how the theories of HRM can apply in the real world.

### Practical Significance:

Finds points of HR efficiency improvement, including the appropriate inclusion of digital job recruitment software and the facilitation of the coordinating process of the interview.

Builds on the significance of well-designed HR procedures in attracting and retaining talent.

Crests upon the importance of HR in the acquisition of a proficient workforce that can influence organisational performance and social growth.

#### **4. Objective:**

##### **Main Objective:**

- To identify the recruitment and selection practices at Dhaka Tribune in order to assess their effectiveness, transparency, and fairness.

##### **Specific Objectives:**

- To understand how Dhaka tribune recruits and select the right candidate to work at the new position.
- To discover the problems related to recruitment in the organisation and give effective recommendations based on improving them.

#### **5. Limitations of the Study**

Even though the research is rather informative, one has to admit that these weaknesses are present:

➤ Organization-specific:

The conclusion derived can only be limited to the experiences at Dhaka Tribune since not all the other media houses and sectors might have identical experiences.

➤ Time-bound observation:

The duration of firm internship also did not provide any chance to see full recruitment processes into all the positions.

➤ Data accessibility:

The degree of analysis might have been limited by the fact that confidential Hr data were in one way limited.

➤ Subjectivity:

Descriptions and thoughts could be subjected to individual interpretation and carry intra-intrinsic biases.

**5. Summary of the chapter**

The chapter presented the objectives, rationale and scope of the study. It realised the relevance of internships in enhancing the gap between theoretical HR knowledge and experience. These obstacles, and the importance of the study, and limitations were also addressed. The following chapter will give a full description of the Dhaka Tribune containing its organisational structure, mission, vision, values, and operations.

## Chapter 2: Company/ Organization overview

### 1. Overview of the Company/ Organization

Dhaka Tribune is a leading English language newspaper in Bangladesh, and it has a reputation of providing precise and insight news in a timely manner. Since 2013, the organisation has managed itself with high editorial standards that have earned it lots of respect among its readers, professionals, policymakers and communities of expatriates. As one of the most active and widely recognized sources of information, both print and electronic, Dhaka Tribune can be relied on by a wide range of readers to provide both national and international coverage, maintained by the journalistic rigor.

The company would be functioning in a vastly active and challenging media landscape where the efficient mix of media acumen, planning and human resources needed would ensure the reputation and competitive advantage gained. It has an organization that has its newsroom in such a way that allows the reporters, correspondents, and editors to work closely with multimedia specialists to ensure that news is provided effectively and precisely. Consequently, researching its internal procedures, specifically recruitment and selection, would be of critical value in how professional media organisation develops and maintains a talented workforce.

- Mission, Vision, and Values of the Company/Organization

**Vision:** To become the most favoured news, analysis, and ideas media that allows projecting a progressive and strong setting of Bangladesh before the international community.

**Mission:** To provide quality, substantial, and intelligent coverage on both the local and international affairs. Create a motivating, participatory and rewarding environment among workers. Establish a long-term relationship with stakeholders based on trust, openness, and goodwill. Provide a platform to hold constructive social debates and reinforce knowledgeable mass Opinion.

**Core Values:** Dedication to Fidelity and Verisimilitude: All reporting and internal activities are geared towards ensuring high levels of fidelity.

**Inclusivity:** The organization promotes diversity in the content and representation of workforce.

**Social Advocacy:** Dhaka Tribune is a proponent of social development such as gender equality, human rights and social justice efforts.

**Courage and Ethical Integrity:** The newspaper is steadfast on contentious matters and reflects editorial fortitude and ethics decisions. History and the operation of the organisation as it is at present.

## **2. History and Current Operations of the Organization**

- History:

Dhaka Tribune is a news outlet that was established in 2013 and was soon regarded as an innovative journal. It started as a full-sized newspaper but tried downsized versions to attract readers, but in 2019 it switched back to its true size. It has over the years enjoyed being known as a formidable editorial, innovative and also an active supporter of cultural and social events e.g. media partner of the Dhaka Literary Festival. Its successful innovation in journalistic fields and content quality is highlighted by awards like the Bangladesh Media Innovation Awards 2022.

- Current Operations:

Dhaka Tribune is a news outlet that was established in 2013 and was soon regarded as an innovative journal. It started as a full-sized newspaper but tried downsized versions to attract readers, but in 2019 it switched back to its true size. It has over the years enjoyed being known as a formidable editorial, innovative and also an active supporter of cultural and social events e.g. media partner of the Dhaka Literary Festival. Its successful innovation in journalistic fields and content quality is highlighted by awards like the Bangladesh Media Innovation Awards 2022.

## **3. Organizational Structure**

Under the Dhaka Tribune, the organisational structure is established to ensure easy lines of communication, streamlined working and responsibility. The major sections are editorial and marketing, digital media, and HR, split into various components and incorporated under the authority of professionals with extensive expertise, responsible for organising daily activities

at the division and implementing long-term strategies. The HR department, specifically, will be at the centre of upholding recruitment processes, employee involvement, and performance processing, as well as stabilising the harmonious functionality of each division of the organisation.

## **Chapter 3: Internship Role and Responsibilities**

### **1. Role and Responsibilities**

The main activity I performed during my internship with Dhaka Tribune was directly assisting the Human Resource (HR) department particularly recruitment and selection areas. I had the opportunity to be actively involved in various operational activities that were not confined to just being observed to plan as per the day-to-day workflow of the department. I participated in both technical tasks (screening and sorting CVs) as well as the administrative work (record updating and helping during the process of orientation of the employees).

My role was related to recruitment and selection. I have thoroughly looked through the applications submitted by the candidates, balanced them with the job descriptions and also found a few who would fit well in the organisation. Not only was there a need to pay attention to detail but also to have a sense of the kind of person the organisation seeks in its workforce. Other than this, I also helped arrange interview schedules frequently. This also involved reaching short listed candidates, synchronising their schedules with the interviewers and making the process run smoothly and professionally.

My other significant responsibilities bound to do were concerned with HR evaluation and data management. I revised and maintained the employee records like attendance books, performance related documents and documents which covered the new hires. This activity included an emphasis on accuracy and confidentiality, as without the HR records the employees cannot be managed.

Circa the recruitment and documentation, I was also involved in onboarding processes. This involved getting new employees acquainted with the organisational policies, assisting employees with the paperwork required, introducing them to the various teams and so on. These exercises enabled the understanding of how a formal orientation programme produces a good impression at the outset and enables employees to become familiar with the organisation fast.

Lastly, I was promoted to facilitate numerous administrative tasks aiding my body, including writing HR-related communications, preparing departmental files and providing assistance in

office events organisation. As much as these tasks might seem routine, they were very vital in ensuring that the HR department performed effectively. Thus, the combined role of my duties was aimed at exposing me to a variety of HR operations and helping by covering the urgent organisational needs.

## **2. Rationale of the Role**

The tasks, stated as the forthcoming ones, were not selected randomly as they were assigned due to the alignment with the goals of the HR department and the organisation overall needs. I was also able to contribute directly to one of the most significant HR activities by supporting the recruitment and onboarding of new hires, which is to make sure the company can attract, select and retain competent workers. This gave the core HR team a higher priority to focus on more strategic requirement like policy development, engagement of staff and long-time workforce planning.

The organisation regards the placement of interns in a more probable sense to benefit both the idol and organisation. The department also gains some assistance in dealing with time-wasting activities such as sorting and arranging interviews of the CVs besides the intern acquiring the required experience in the industry and learns essential skills suitable in the industry. In my scenario, the position was formulated to serve as an orientation between the academic theory and clinical practise. I had a chance to relate the theories taught in my courses on Human Resource Management and practical conducting within an organisation, thus enhancing my comprehension of how the policies of HR work in theory.

Personally, my rationale to play the role was also to boost my professional level. By actively engaging in those roles, I managed to train the effectiveness of teamwork, enhance my communication abilities, and gain a personal experience of work ethics. Conversely, unlike in the academic projects where tend to be highly hypothetical, this internship offered me the opportunity to observe the issues and uncertainty that the HR professionals encounter on a daily basis. An example was that when a shift in scheduling of interviews happened at the last minute

or an unfinished delivery of the CV, my flexibility and ability to solve problems was put to the test.

In general, the justification behind my assigned role was enhancement of the efficiency of the organisation and my personal learning outcomes. It also enabled the HR department to have few more hands in the field of operations and helped me acquire practical skills set that will equip me with a future professional challenge.

### **3. Examples of Tasks**

To further outline the extent of my internship job, it is worth noting with specifics some of the job duties that I conducted. Screening entry-level vacancies passed as one of my routinely assigned chores. This assignment made me mindful on qualifications, skills and experiences in order to achieve candidates who appeared suitable. As a result, I was able to better understand what employers consider their most important assets and the ways in which candidate profiles vary by industry.

Preparation and arrangement of interview schedules was also my task. On one occasion, when the HR department was scheduled with several interviews within one day, I also helped in the scheduling of the time slots, to warn, and schedule updated schedules to the interviewers. This assignment has helped me build my organisational competencies and learn the significance of effective communication in minimising confusion and wastage.

Secondly, I was also involved in keeping HR databases that involved attendance monitoring and amending staff records. Although this seemed a typical task, it informed me of the essence of ensuring proper data in order to avoid relying on inaccurate data since these reports are the guiding for payroll, performance evaluation, and reporting of payments and regulations.

Orientation and onboarding were another area of my activities. During the induction, I assisted the HR department preparing the required documents, demonstrating work policies, and supporting new staff to adjust in their functioning. The assignment highlighted the importance

of HR in ensuring that the workplace is a friendly environment that helps the new hires feel liked and highly motivated as soon as inspecting career as an employer.

Other than these, I assisted in administration like the drafting of HR letters, writing of event related documents and took care of the staff during the employee activities of engagement. The smaller tasks also allowed me to understand how HR relates with various departments and how communication is at the core of making organisational harmony.

In these activities, I have obtained a real-life experience that stretched way beyond my textbook learning. They provided me with the true image of HR functioning in the everyday life and gave me the opportunity to train various skills, including time management and problem-solving, or attention to details.

## **Chapter 4: Key Learnings and Experiences**

### **1. Important Learning**

Practical experience in Human Resource Management Dhaka Tribune is my first and probably the most valuable learning experience, which enabled me to see the practical side of the management as well as practise it. Among the key lessons that I learned was to have an idea of how recruitment and selection works in a real organisational setting. I was also able to participate in processes like CV screening process, conducting interviews and onboarding, which Guided me well in understanding how these processes influence a flow of human capital into the organisation.

Along with the technical aspect of HR I also managed to acquire some transferable soft competencies. Sharing information with applicants and staff members empowered my communication skills as a professional and decent human being. My time as a close associate with the HR module demonstrated the importance of collaborative effort because every member had to contribute the required input to ensure that the department was operating efficiently.

Simultaneously, I also got more disciplined about meeting deadlines and being a professional at the place of work. These two experiences made me understand that to succeed in HR I must have equal amount of technical knowledge, interpersonal skills and organisational discipline.

### **2. Rationale of the Role**

The activities I worked on as an intern are also directly connected to the key activities of the HR department. I facilitated the activities reinforced by HR records, efficiency in recruitment processes, and involvement in onboarding programmes by supporting processes related to a department that guaranteed efficiency creation. I may also have been performing some entry-level work, but this experience helped me understand that there is no task that won't yield some impact when combined into the wider scope of the organisation.

To illustrate, I assisted in saving time for senior HR professionals by thoroughly checking their CVs and scheduling interviews, which enabled them to spend more time fulfilling the higher positions of the business-like creating policies and drawing a strategic plan. Likewise, and keeping proper records of the HR individuals, I also contributed to making employee information readily available when it is needed. These events made me realise that both the significant decisions and the regularity and predictability of performing the routine work contribute to the organisation efficiency. It is the attitude that helped me gain a better idea of how my position in the company fits in the wider picture and how key each position becomes in realisation of organisational objectives.

### **3. Connection with Academia**

The other outstanding experience during my internship was having the capacity to bridge the gap between my studies and practical work-life experience. The theories and models which I have studied during my courses in Human Resource Management proved important when seeing them applied in everyday operation. As an example, the concepts of Total Quality Management (TQM) strongly applied to me when I understood the value of being right and consistent with record keeping. Any mistake in details about employees may cause the misunderstanding below, and that is why the quality control is not always only connected to the production process, and this issue is also important to HR practises.

What is more, these concepts I learned in Strategic Human Resource Management (SHRM) enabled me to understand that recruitment is not an act of merely filling in vacancies but incorporation of talent into the company in line with its long-term goals. Through watching the HR department handling the screening of candidates keenly and choosing the ones who aligned well both to the company and to the job, I was convinced on the power of recruitment in enhancing organisation performance over time. These understandings helped to connect the knowledge to the classroom theory and professional reality and to render my school knowledge more realistic, applicable and memorable.

## **Chapter 5: Critique and Reflection**

### **1. Critical Evaluation**

The experience in Dhaka Tribune was a moment in my study and career life as I started perceiving the actual life in Human Resource Management. The internship as opposed to classroom learning also demonstrated the reality of the dynamic and unpredictable nature of HR operations which can be presented through theories in a formal manner. I was also able to use theoretical skills, especially in the areas of recruitment and selection as well as acquire practical skills related to communication skills, problem solving skills, and teamwork skills.

Despite the fact that some of the tasks were routine, such as recordkeeping or training, I quickly learned that they were not in vain, and these activities formed the premises of the effective operation of the HR department. On the experience, I also learnt how the HR professionals use time, people, and resources to address the needs of the organisation. On the whole, the internship was interesting, educational, and provided me with a mixed perspective of both positive and negative aspects of working in HR.

### **2. Key Challenges**

My internship was not without challenges as any other work experience of a professional. Communication was one of the most evident challenges that I encountered. Some of my colleagues were friendly and helpful, but others were less accessible, which sometimes came in as a problem when it was difficult to address any issues or request a piece of advice. This sometimes-caused instances of doubt and indecision especially on those jobs that were unfamiliar to me.

The other obstacle was connected with working within the frames of time and resources. The HR department could frequently receive numerous CVs to be processed, prepare schedules, and oversee records and data about employees within limited deadline frames. Being an intern, there were moments when I felt my input into the process was restricted, since I was not able to make any decisions. These constraints emphasised the fact that HR work is not solely

concerned with theoretical knowledge but is also a matter of playing with people and limited available resources.

### **3. Learning from Challenges**

Regardless of the challenges, these issues were learned. Having the opportunity to collaborate with incompatible co-workers taught me to be patient and emotionally intelligent in the workplace. I learned that professionalism is impossible without adaptability and a respectful and calm attitude particularly when everything is not going well in the environment.

Limited resources and time constraints also helped me to prioritise tasks and became more effective with managing responsibilities. I found out that the change can be caused even with minor interventions like correct record work preparation or helping to schedule a team to its task. I learned important lessons that enabled me to develop resiliency and enhanced my capacity to deal with pressure at work. But more importantly they taught me that problem is not failure, but a chance to learn.

### **4. Overall Reflection**

Reflectively, the internship was an enriching and a very fruitful learning experience which helped me to add value both professionally and personally. It helped me to increase my strength with the HR practises (primarily recruitment) as well as helped me become confident to work with the real tasks of the workplace. The experience has also enabled me to see what I am going to focus on to become better, which can be by improving my communication skills and improving the autonomy of interactions at work.

Above all else, the internship helped to bridge the divide between the theory taught and actual practise in the organisation. Some of the things I learned in my classes in HRM, like effective hiring plans, orientation, or record keeping, acquired different connotations when I implemented them at work. This experience improved my employability, as well as,

reaffirming my career interests since I still wish to act in directions of Human Resource Management.

## **Findings:**

On the basis of my internship experience on Dhaka Tribune, a few issues and observations were found:

### **1. Lengthy Recruitment Timeline**

A structured process is in use despite the fact that the company may at times have problems in completing the recruitment process in 15-30 days, a situation which applies whenever specialised portfolio is utilised. This could cause vacancies crucial to the organisation to get delayed.

### **2. Limited Use of Technology**

The recruitment activity depends on follow ups and paperwork as mostly manual. It adds additional labour on the HR side and delays the inspection and communications of the candidates.

### **3. High Dependency on References**

Final selection is likely to focus on reference cheques. Although this is a step in the right direction, at times, it can simply faint any other evaluation variables like skills or cultural suitability.

### **4. Candidate Dropouts During the Process**

Lack of preparation in form of communication and interaction to a small number of individuals, in the selection stages, make some applicants lose interest or drop out during the selection process. This leads to repetition of the hiring process not only consuming time but also cash.

## **Recommendations:**

My recommendations are made based on the concerns I have raised about working at Dhaka Tribune during my internship and based on the ways in which the practises of the HR department can be enhanced, as well as help the organisation develop and grow in the long term.

1. Reduce the recruitment time with fewer recruitment procedures and tough short-notice vacancies.
2. Instal digitised recruitment facilities to streamline the task of screening applicants and their applications and tracking their location.
3. Cheque balances by skills examination to make sure that applicants are evaluated positively based on their competence rather than solely on their record.
4. Engage the applicants in the process by providing regular updates and feedback to the candidates.

## **Chapter 6: Conclusion**

My internship period at Dhaka Tribune was a good experience that enabled me to bridge the gap between learning in academics and actual HR practises. Having worked with the HR department I was also introduced to the mechanisms of recruitment and selection, the screening of CVs to the onboarding, and was also exposed to how theoretical concepts are actually implemented. I made some contributions, but they assisted me in recognising the criticality of accuracy, confidentiality and timeliness when it comes to HR functions.

In this experience, obstacles which included the inability to communicate effectively, partiality in certain projects, limits in project scope development, among other obstacles, also reinforced my capacity to remain professional, remain adaptive in situations of pressure, and collaborate in effective settings. It also supported the courses that it had taught, such as SHRM, TQM, by showing how what was learned in the classroom is expressed in the workplace. In putting these concepts to practise, I have gained a more profound understanding of how these theoretical frameworks influence organisational achievement.

Personally, this internship has been an eye opener. It provided me with a better career op involving Human Resource Management, and it further motivated me to engage in further research on the same. What I have, or have learnt about knowledge, skills and attitude would not leave me: wisdom, my strengths and weaknesses, things I have succeeded and failures I have experienced will continue to act as guiding principles in my future life. Altogether, this experience has made me a better, confident and strong person who can do something useful to any company as a future HR professional.

## **Chapter 7: Implications**

My internship experience in Dhaka tribune has left several lessons with both my personal growth and that of the organisation. In this section, I will include the broader significance of my experience, therefore, through the analysis of how I am going to practically apply the academic knowledge I have gained, the effect of my contributions, the relevance of the industry-related information and lessons that I am going to implement into my professional future.

### **1. Applicability of Academic Learning**

This was one of the best experiences in this internship as I was able to translate my academic experience into practical organisational settings. Other very relevant courses included Total Quality Management (TQM) and Strategic Human Resource Management (SHRM) which were very relevant during my entire experience. As an example, TQM accentuates precision, reliability, and effectiveness, which became apparent during CV screening and record maintenance, where I worked. A small mistake during these assignments would have brought into question the credibility of the recruitment process, making quality relevant in HR functions. Equally, the more organisation specific theories of SHRM which revolved around alignment of HR practises with organisational goals, made me appreciate that ensuring the job satisfaction of employees in a long-term fashion not only entails filling open positions but also living through the normalcy of the prevented total overload of the present workforce as well. These theories helped me grasp the practical component of HRM better by seeing them work in practise.

### **Organizational Impact**

Despite my rather supportive role, my tasks played a significant role in the overall departmental operation of the HR department. Through CV screening, and investigating interviews alongside aiding onboarding, I was able to simplify the routine practises which are highly important when recruiting a new employee. This enabled the HR to dedicate more of their time and resources to higher order standpoints, including workforce planning and policy, development. Although

my efforts were comparatively low in magnitude, they unveiled the notion that all roles, however small they might appear, contribute to organisational activities in some manner. This has enlightened me of the importance of the team approach in meeting the company goals.

## **2. Industry Relevance**

Another area that opened up my mind regarding the HR career was my experience at the media and journalism industry through the internship programme. Hiring in the sector is a distinct issue that involves finding people who can deliver in a challenging, dynamic, and competitive environment. To illustrate, the industry tends to require flexible, fast learners and workers who can work within extreme deadlines. Knowing about these requirements allowed me to see some details on how the HR strategies should be modified based on the industry scenario. This is especially pertinent to my future profession, thereby pointing out that the HR practitioners have to adjust the recruitment methods to suit the culture and the working requirement of various industries.

## **3. Lessons Learnt**

In addition to technical training, the internship helped me focus on personal attributes related to patience, flexibility, and professionalism. Although my academic training equipped me with information regarding the recruitment process, the working environment is what taught me how to handle situations with the correct mindset. As an example, I learned that a positive and respectful attitude can help in breaking barriers that are present during communication, even during times when other colleagues are not cooperative. This further cultivated the fact that not all success in HR is simply achieved through technical knowledge because it is interpersonal. These lessons will be the relevant part of my professional practise in new roles.

## **4. Skill Development**

My personal and professional skills were extremely improved during the internship. My day-to-day tasks made me better structured and more detailed, especially working with the HR file and reading profiles of applicants. Communication techniques were established through the

organisation of interviews and communicating with applicants and staff. Collaboration with the HR made me a better team player as well as it instilled confidence in me to work toward organisational goals. Secondly, this experience also trained my time management skills and priority under pressure. All these capabilities have defined me as more self-assured to seek the professional career in HRM.

### **Challenges**

With the numerous positive experiences, there were also probations that proved challenging to me and my abilities. The greatest challenge was in relating to some of the coworkers who were not a very friendly and communicative group. Sometimes this posed a hindrance to me, as I needed clarification or cooperation. They discouraged me, but I learned much. They also educated me about the need to remain professional, patient and flexible. These challenges have enabled me to become more resilient and this will be useful when engaged in a professional setting in the future.

### **5. Networking and Relationships**

The second meaningful implication of this internship was that it allowed establishing professional bonds. Having been in close presence with the HR department has helped me to develop connexions with the more experienced personnel, who not only provided me guidance as I should discharge my duties but were also able to give me insights on career progression. Their understanding, compassion, and support provided a conducive environment that made my internship experience worthwhile. These professional working relationships can form a foundation on which a person can connect later on in the future through networking, mentorship, and pursuing work opportunities.

## **6. Recommendations and Future Direction**

Other areas that I feel Dhaka Tribune can further advance in its recruitment activities include increased utilisation of digital human resource tools and adoption of various recruitment methods. This would help the organisation access a broader set of candidates and also streamline the hiring process. I also could have communication issues with departmental coordination that may be improved through enhanced interdepartmental communication.

On a personal note, this internship has helped me to confirm my career feature in the long term in HRM. It has encouraged me to keep advancing my competencies especially in the field of digital human resources, strategic workforce planning, and employee engagement. Moreover, it has inspired me to continue studying higher in the field of HRM so that I could do more positive work in the organisations in the future.

**Final Reflection**

My internship has more implications than I could possibly capture in the responsibilities I performed. They include academic practise, company service, industry experiences, self-advancement, and career purpose. In the aggregate, I have not just been able to reaffirm to myself that I am pursuing a career in the field of HRM, but I have also been equipped with the necessary skills and mindset along with the vision to make it in the evenings ahead.

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