



**An Internship Report on
Recruitment and Selection Process
Of
Pro Info & Edu Consultant**

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On
**Recruitment and Selection Process of
Pro Info & Edu Consultant**



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Program: MBA, Major: HRM

Date of Submission: 17th January, 2019

Student Declaration

I am Mohiuddin Ahmed, ID: 173-14-2513 state that the existing Internship Report on “Recruitment and Selection Process” (A Study on Pro Info & Edu Consultant) submitted as a prerequisite for degree giving of Master of Business Administration at Daffodil International University is arranged by me. I tried my best to collect actual information that made the report exact and original. This report is not submitted for any other course, degree, and fellowship. Whole report is exclusively prepared by me.

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Major in HRM (MBA)

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Letter of Transmittal

17th January, 2019

Mohammad Shibli Shahriar

Associate Professor

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Faculty of Business and Entrepreneurship

Daffodil International University

Subject: Submission of Internship Report of Pro Info & Edu Consultant

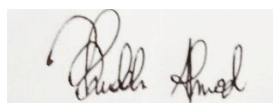
Dear Sir,

This is my aspiration to submit the Internship Report on “Recruitment and Selection Process of Pro Info & Edu Consultant.” as a part of MBA in Human Resource Management.

I have tried my level best to meet related information for building a comprehensive internship report as defined. The homework of this report allows me to boundless amount to complete my hypothetical knowledge with a practical analysis. I like to express my deep thankfulness for your kind and attention for evaluation my report.

Thank you for your sincerest guidance.

Sincerely Yours,



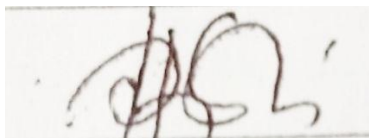
Mohiuddin Ahmed

ID no.: 173-14-2513

Program: MBA in Human Resource Management

Certificate of Supervisor

With regard to this Internship Report “Recruitment and Selection Process” (A Study on Pro Info & Edu Consultant) arranged by Mohiuddin Ahmed for the Degree of Master of Business Administration, I verify that: He has carried out internship under my direct supervision and direction (for three months) and that the document of the report has been inspected by me and The final composed copy of this, which is being submitted to the Daffodil International University, has been prudently read by me for its material and language.



.....
Mohammad Shibli Shahriar

Associate Professor

Department of Innovation and Entrepreneurship

Faculty of Business and Entrepreneurship

Daffodil of International University

Acknowledgement

This effective achievement of this work is the consequence of the involvement of number of persons, particularly those who have specified the time and also effort to share their opinions and ideas to develop the report. At the start, I like to pay my unpretentious appreciation to the Almighty Allah for openhanded me the capability to work hard under heaviness. However, the interplanetary involved does not permit us to reference everyone separately. It provides me huge desire to thank a large amount of persons for their pleasant collaboration and help who have added directly and indirectly in preparing this report.

This is great desire for me to be allocated below the direction of Mr. Mohammad Shibli Shahriar, Associate Professor, Department of Innovation and Entrepreneurship, Faculty of Business and Entrepreneurship of Daffodil International University. I am very much thankful to him for all his nice collaboration and direction in preparing this report. His valued recommendations & plans aided me a lot to make this report in an organized way.

Then, I would give extraordinary appreciations to my superintendent, Mr. Ali Zabed, CEO of Pro Info & Edu Consultant for the close supervision. And also I transfer my gratitude to Mr. Proshun Ray, Managing Partner, Manager Ms. Zannatul Mewa and Executive HR Mr. Abduallah Al Zayed in Pro Info & Edu Consultant for facilitating me by providing advice of employed through my internship. Without their direction and help, this internship report would not have seen the bright of daylight.

I also like to acknowledge the consultant of Pro Info & Edu Consultant for giving me the chance to do my internship in this well education consultancy firm in Bangladesh. The experience & knowledge gained in The Pro Info & Edu Consultant helped me to recognize different features connected to my study.

Lastly, I would like to acknowledge all those individuals who have pooled their opinions about my internship, provided me with essential material, disparaged me, and acknowledged me. The salutation is not sufficient to tell them how thoughtful the impression of their opinion is on this internship report, how obligated I to them. I prompt my sincerest appreciation to all of individuals.

Executive Summary

Pro Info & Edu Consultant is not the exclusion to lively world of business. They stance with a operation of “Excellence in Higher Study Abroad”. One of the best education consultancy firm of the country marks to show fineness by driven and well trained staff with an inclusive occupation.

Human Resource activities are one of the major activities in an organization. Pro Info HR department is a perfect place for education HR related actions methodically. An outstanding team of organization of HR department demeanors all the HR connected subjects. Their enthusiastic effort varieties them possible to become appropriate persons for appropriate locations. Pro Info uphold an real flow of all and each steps of Recruitment and selection process. Dropping turnover amount proves the recruitment and selection procedure of Pro Info & Edu Consultant is an ideal example and they recruit correct person for correct position.

This report focused mostly on the HR Department. As a private organization work weight is very extraordinary in Pro info, so they must very professional persons who are very enthusiastic to their effort, then the entire process will untidiness up. This is countless experiment for any group to discovery out brilliant individuals.

The success of an educational consultancy depends mainly in the excellence of facility condensed to the patrons. Quality of service depends on the capability and excellence of the staffs of the body. So, the ability of Pro Info has to be a cautious in enlisting the correct individual for all. The staffing and assortment process of the organization is refining day by day.

Pro Info & Edu Consultant is a efficient process. The rule, procedure should be studied. So though the process they have been accepting so far has been rather real, to adapt to the changing eras, the procedure must be studied and efficient. By emerging strategies to overcome the limits, Pro Info & Edu Consultant’s staffing and assortment procedure more operative.

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Chapter: 1

Introduction

1.1 Introduction

The need Recruitment and Selection performs actions cannot be overlooked in any behaviors because of its dependence in the education consultancy sector. Staffing and assortment is a main administration (HRM) role covers practices and choices. Claimed that in order for a group to shape and withstand the advantage, proper recruitment is serious. Recent technical improvements, social employments, deviations inside administrations have credited trials for staffing and assortment.

1.2 Origin of the Study

This report “Recruitment and Selection Procedure of “Pro Info & Edu Consultant” is a requirement of Internship and contains applied working experience in the particular association. The report has been overseen by Mr. Mohammad Shibli Shahriar, Associate Professor, Department of Innovation and Entrepreneurship, Faculty of Business and Entrepreneurship, Daffodil International University. The internship report encompasses knowledge with the association and a chance to know that association.

1.3 Objectives of the Study

1.3.1 Broad Objectives

To analyze the recruitment and selection procedure of “Pro Info & Edu Consultant”.

1.3.2 Specific Objectives of the report

1. To identify the recruitment and selection stages of Pro Info & Edu Consultant.
2. To analyze current recruitment and selection procedure of Pro Info & Edu Consultant.
3. To recommend some suggestions based on findings and weaknesses of selection and recruitment procedure of Pro Info & Edu Consultant.

1.4 Scope of the Study

Pro Info & Edu Consultant is one of the renowned education consultancy firm in Bangladesh. It is accompanying with 27 overseas universities all over the. The scope is the report is limited to the descriptions of recruitment and selection practices of Pro Info & Edu Consultant. I am working there as an intern so I have collected information from Pro Info & Edu Consultant at panthapath office and I have also collected information from employees.

1.5 Methodology of the Study

This study needs a methodical procedures from assortment of the topic to final preparation. For achieve the study data are to be recognized, composed, to be confidential, examine, unspoken and obtainable in a methodical way and important truths are to be found. The procedure of method is given in the next side in a form of chart that has trailed in the revision.

A. Selection of the topic: This topic of the work was given by my superintendent. Before conveying the subject it conversed with me, a well internship report can be organized.

B. Identifying data sources: Vital data are recognized which will needed to broad and work out the learning. To meet the necessity of figures, main data are castoff and the study also needs interrogating the authorized and operates remained essential.

Primary Source	Secondary Source
<ul style="list-style-type: none"> • Oral discussion with employees. • Practical desk work. • Over Phone data gathering. 	<p>Internal Sources</p> <ul style="list-style-type: none"> • Firm's scheduled Report. • Diverse advertisement, job manuals and files. <p>External Sources</p> <ul style="list-style-type: none"> • Diverse records, monthlies related to the education area. • From Online

C. Data Collection: Main are composed by questioning technique. This report is investigative study and for survey open question was ask to some education agency officials.

D. Classification, analysis, clarifications and presentation of data: Mathematics and graph tools used in the report for examining the collected data and to ordering those to understand them evidently.

E. Findings of the study: Composed data inspected very well, Pointy and exposed as solutions at the finish. References are made for development for the present condition.

F. Final report preparation: The basis of recommendations of moral Faculty advisor some modifications made to extant the report in the form.

1.6 Limitations of the study

The administrators are very helpful and busy to give time to have information regarding applied actions. Besides, they partake to contract very modest atmosphere founded on admission connected actions. I prepared this report by myself. Each task has certain limits. I confronted some typical restraints during development of my position. These are:

A. Short of time:

I completed this report in a smaller age of period. Time constraint of this study delaying the massive area and time.

B. Hectic employed environment:

The administrators sometimes incapable to deliver material because of their predictable work.

C. Absence of enough fine informed officials:

The administrators of the office are not up-to-date about systems of PIEC. I faced much trouble to gather this material.

D. Inadequate data: Certain wanted material could not composed owing to privately of commercial. The report didn't cover all purpose of HR that monitored in PIEC.

E. Private Issues:

HR section upholds very private about their doings and interior evidence.

Chapter: 2

Overview of PRO INFO

2.1 Introduction

Pro Info & Edu Consultant (PIEC) is a local based instruction consultancy focused in study abroad, course choice and global scholar staffing services which started drive on & from 01/01/2010. From that dated of time, it has been increasing its operation with years of knowledge to help the customers as well as the country. Our business objective is offer worldwide vision with an individual touch the education, linking material gap among all sides.

2.2 Mission

- To support student customers make astute result on upcoming instruction and occupation tracks.
- To signify companion institutes' best attention to novice excellence students.
- To simplify better Pro Info consciousness of companion organizations amongst potential scholars, parentages, instructors and recruiters.

2.3 Vision

To be one of the best private foreign recruitment agency in our country in rappoints of sound management and reputation. Pro Info will be sole body in Bangladesh. It will be a great association where Pro Info specialists learn always from clientele, coworkers worldwide for add worth. They work as team, bounce them, modernize and interruption walls to serve patrons and generate buyer faithfulness through a value chain of responsive and expert service delivery. Pro Info will be a social accountable organization that will not offer to industries that have a negative impact on environment, people. Thus Pro Info will be one of the major foreign recruitment agency in Bangladesh.

2.4 Pro Info & Edu Consultant at a glance:

- Pro Info is one of the major foreign recruitment agency in Bangladesh.
- It has affiliation with more than 15+ QS world ranked universities worldwide.
- Total number of employees nearly 22.
- The Board of Directors consists of 04 members.
- The Company is headed by the Managing Director who is the Chief Executive Officer.

- The Office is located at company's own building at Panthapath, the Commercial center of the capital, Dhaka.

Principal Activities

- Providing the the student applicants the best possible advice supreme elsewhere from our consultants who are highly experienced.
- Enthusiastic and efficient support services from our knowledgeable administrative officers in communicating with our partner organizations about all matters related to international student submission and pre-arrival needs.
- Filter applications in order to select good students and avoid bad on behalf of our partner organizations prior to making applications to ensure we maintain a high offer adaptation.
- Regularly give contents to mass media for PR exposure, Organize education fair "Dhaka International Edu expo" twice a year.

2.5 Partner Universities

University Name	Location
University Putra Malaysia	Malaysia
University Sains Malaysia	Malaysia
University Malaysia Sabah	Malaysia
Curtin University	Malaysia
Taylors University	Malaysia
Limkokwing University	Malaysia
SEGI University	Malaysia
UNIKL	Malaysia
University Malaya Wales	Malaysia
Halmstad University	Sweden
Kristianstad University	Sweden
KDG University	Belgium
IUBH University	Germany
Schiler University	Germany
University of Debrecen	Hungary
Budapest Metropolitan University	Hungary
Miskolc University	Hungary

Zhejiang University of Science & Technology	China
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2.6 Corporate Information of Pro Info

Date of foundation:	01.01.2010
Head Office:	44/13, 5 th Floor, West Panthapath, Dhaka
Known as:	Pro Info & Edu Consultant - PIEC
Type:	Private
Email:	Piecbd2u@yahoo.com
Website:	www.proinfoedu.com
CEO:	Mr. Ali Zabed
Number of employees:	22

Chapter: 3

Theoretical Analysis

3.1 Recruitment

Staffing is the procedure of finding persons by enough criterion & quantity and inspires them to smear for trades. From other viewpoint it is procedures of classifying, hiring qualified applicant for job post, in most apt and lucrative method. According to Edwin B. Flippo, “Recruitment is the procedure of probing the applicants for engagement and stimulating them to apply for jobs in the business”. According to Robins, “The ideal recruitment effort will attract a large no of fit applicants who will take the job if it is offered. A good recruiting package should attract the capable & not attract the unqualified. This dual objective will minimalize the cost of proceduresing unqualified applicants”. So employment is continuous procedure where the firm tries to develop a pool of capable candidates for forthcoming humanoid incomes needs smooth nevertheless exact posts not exist. Regularly the actions initiates when recruits are hunted & tops once their suggestions are acquiesced.

3.2 Recruitment Procedures

Job analysis

In circumstances numerous original jobs twisted and employed for leading time, situations are near or countryside of job considerably transformed, job examination strength be assumed to text the gen, times, aptitudes and extra features (KSAOs) obligatory or hunted for job. After these the pertinent material is taken in such pamphlets as occupation reports and trade stipulations. Repeatedly, a firm now has occupation imageries for current locations. Where previously haggard up, these leaflets might necessitate appraisal, informing to imitate existing necessities. Previous to staffing phase, a being description would be inveterate to deliver recruiters with project's supplies, purposes.

Sourcing

Sourcing is one or additional approaches to fascinate or detect applicants to plug trade posts. It might include interior and exterior enrollment publicity, by suitable mass media, such work gateways, native, nationwide reporters, professional staffing mass media, specialized books, space posters, work hubs, or a diversity of conducts via net. Otherwise, bosses can habit staffing consultant to treasure then infrequent applicants who, several belongings, can satisfied their present-day sites and are aggressively watching to traffic. Initial investigation applicants correspondingly christened appellation group harvests communication material for probable applicants, the recruit container formerly inconspicuously communication and monitor.

Screening and selection

Numerous psychosomatic examinations canister measure diversity of KSAOs, counting reading ability. Valuation also accessible to degree corporal aptitude. Recruiter and actions might habit candidate pursuing classifications to screen applicants, laterally through software tools psychomotor tough and performance valuation. Various countries, lawfully instructed to guarantee their transmission and range procedures happen equivalent chance and proper values. Employer possible to identify the cost of applicants cover lax times such interactive or squad headship. Corporations, with cosmopolitan establishments folks employee from choice of people, also frequently anxious around whether contender convulsions the predominant establishment philosophy.

Disabled applicants

The term infirmity conveys constructive meanings record managers. Study partakes given away that proprietor predispositions be disposed to recover complete first skill and experience with suitable chains the servant and owner production the acquisition choices. As businesses, currency and trade constancy are two causative features to productivity of a deactivated operative, which reoccurrence compares to progress and victory of an industry. Signing inactivated employees food supplementary yields than drawbacks. There is variation in the regular construction of inactivated hand. Given complaint, they supplementary expected familiarize to conservational surroundings and tell them by apparatus, empowering them explain glitches and overawed danger other workers.

Recruitment Procedures Outsourcing (RPO)

Recruitment Procedures Outsourcing, is system of corporate procedures farm out (BPO) anywhere corporation involves third get-together worker achieve or fragment of enrolment procedure.

3.3 Approaches

Inner staffing denotes the procedure of an entrant life nominated from recent personnel take up new work in identical group, possibly as upgrade, to offer occupation expansion unintended, or meet precise, central legislative necessity. Returns take in the body acquaintance the operative and capabilities in so far they are exposed their recent trade, and their enthusiasm to principle said servant. It can earlier and have lesser fee letting celebrity secret.

Worker recommendation driver is scheme wherever standing workforces commend likely applicants for trade presented, specific officialdoms if recommended entrant stays rented, the member accepts currency advantage.

Companies have a habit of to effort structure relations with applicants, same applicants can be located numerous eras through their vocations. Connected properties advanced to aid treasure recruiter. Firms likewise cultivate facts exact employ inclinations industry of emphasis and bright to organize swings such as mature in addition it's bearing on professional.

Community engaging is practice public mass media for engaging counting positions like Facebook.

Transportable drafting is enrolment plan that practices transportable expertise to draw, involve and translate applicants. Transportable engaging habitually mentioned as rising chance for recruiter attach applicants further professionally "over 89% of job searchers saying their mobile device will be a significant instrument and resource for their job hunt."

Certain recruiter exertion by tolerant expenses as of career searchers, and reoccurrence service them to bargain a trade. This prohibited selected lands, such as in the UK, recruiter obligation not control applicants for service area. Recruiter often mention them as "individual marketers", "job application facilities" relatively as recruiter.

Several conditions pronouncement enquiry outfits such as Methodical Order Procedures) and uniting it thru conservative enrollment approaches make available an auxiliary value selection the recruiter kind pronouncements at what time in attendance are numerous different benchmarks to measured when claimants privation bygone familiarity; for occasion conscription newfangled academia former students.

3.4 Multi Tier Recruitment Model

Some businesses somewhere enrollment ability is extraordinary, it collective multi conscription typical somewhere the changed meanings are being set unruffled get competence.

An example of a 3 tier recruitment model

Tier 1 - Exchange Service writing desk - This step opportunities as the theme touching disreputable everywhere conscription appeals are organism elevated. If he needs are pretentious to achieve are enquiries in landscape, determination may perhaps receipts domicile at neck and neck.

Tier 2 - Administration - This level bring about mostly the supervision procedures

Tier 3 - Procedures - This stage manages the procedure and in what manner the applications change to dissatisfied

3.5 Selection

Though furthestmost teams sort out not expenditure such difficult run device, workforces put interviewees concluded a mixture procedure. Mixture system is successions of particular phases castoff to choose which workforces have a duty to be hired. Procedure bring into being when people rub in for unemployment in addition to culminations using the contracting superior.

Engaging & choice are joint and termed the hire purpose in various HR sections. In hefty HR section, the occupation utility is the restraint of work superior. In less important section, HR supervisor holders these odd jobs.

Engagement is over and over again the central aim for the unit's being, since mixture procedures is principal to HR occupation.

3.6 Steps Involved in Selection Procedure

A methodical and reasonable choice procedures pointers to controlled variety of applicants. The benchmark tie up for go for an aspirant for a specific work fluctuates from business to business.

So, the choice method monitored by poles apart administrations, various stints, grow into protracted as it a request of receiving the utmost appropriate applicants which numerous assessments are be finished and dialogs to unavailable.

The system for miscellany have a duty to be methodical so that see to not leave of absence any constraint for misperceptions and hesitations almost the select of the selection of applicant.

Brief particulars of the several steps selection system are given as follows:

Inviting applications

The potential applicants since in the party or exterior the body are named for spread over for the upright. Full trade explanation and trade requirement are providing the poster designed for the occupation. It mesmerizes a bulky numeral of aspirants from a number of regions.

Receiving applications

Comprehensive tenders are poised from the aspirants which arrange for the unnecessary facts approximately peculiar and practiced information of a somebody. These presentations support enquiry and association of the contenders.

Scrutiny of applications

As boundary of dated in the interior which the establishment is actual to get hold of applications nail clippings, the demands are dealt with out. Lacking demands get prohibited; aspirants with unbolting job qualifications are also precluded.

Written tests

As former incline of hopefuls turn out to be ready next the scrutiny of solicitations, the in print test is accompanied. This test is supplemented for accommodating the strict understanding, assertiveness and responsiveness of the contenders. This events is advantageous when the numeral contenders is hefty. Sundry stretches, a succeeding unplanned is particular to aspirants to show them by accompanying added inscribed check.

Psychological tests

This examinations accompanied separately and they support for outcome the isolated class and dexterity of person. The categories of emotional trials are capacity assessment, brainpower exam, unreal quiz and behavior examination.

Personal interview

Contenders showing them positive done trials are converse with individually. Interviewers might dispersed or square. In general consist of generals on or before the uppermost administration.

Applicants requested some answers roughly their know-how on a new business, their everyday experience, their wellbeing. They actual to delineate their beliefs beginning the understood contract. Gifts and paleness are standard and illustrious by the evaluators which support them to earnings the first select of mixture.

Reference check

Usually, at smallest binary locations are queried for the concern from the applicant. Situation patterned is nature of substantiation for evidence delivered by entrant complete their tender form and all over the dialogs.

Medical examination

Bodily asset and appropriateness of applicant is need in advance they proceeds up job. Spite of attired concert in trials and discussions, contenders can be forbidden on the root of their strength.

Final selection

This stage, the runner is particular the job dispatch to link the group on a individual period. Selection communication stipulates the pole, name, pay and footings of employ. Commonly, early choosing is on pilot and later meticulous spell dated it develops steady.

Placement

In the last period. An appropriate trade is owed to the fixed aspirant so they can change to the full idea round the landscape of the trade. They canister accustomed to the work and gadget glowing in forthcoming with all capabilities and controls.

Chapter: 4

Recruitment & Selection Procedures

Recruitment & Selection Procedures of Pro Info & Edu Consultant

4.1 Definitions of Recruitment

Staffing is the procedure of finding persons by enough criterion & quantity and inspires them to smear for trades. From other viewpoint it is procedures of classifying, hiring qualified applicant for job post, in most apt and lucrative method. According to Edwin B. Flippo, “Recruitment is the procedure of probing the applicants for engagement and stimulating them to apply for jobs in the business”. According to Robins, “The ideal recruitment effort will attract a large no of fit applicants who will take the job if it is offered. A good recruiting package should attract the capable & not attract the unqualified. This dual objective will minimalize the cost of proceduresing unqualified applicants”. So employment is continuous procedure where the firm tries to develop a pool of capable candidates for forthcoming humanoid incomes needs smooth nevertheless exact posts not exist. Regularly the actions initiates when recruits are hunted & tops once their suggestions are acquiesced.

4.2 Recruitment philosophy of Pro Info & Edu Consultant

Pro Info typically trail inner staffing but when essential rises they go outside enrolment to seal up the jobs.

Pro Info continuously adores to rent folks for extensive old-fashioned of while, Company bounce more importance them who needs to grow encouraged to mid places.

The company nation of Pro Info is to indulgence workers with surprising underling not overall operative. Calm they method a household and they consume a adjacent oath which persuades them to labor as squad.

4.3 Pro Info does two kinds of recruitment

Yearly staffing: This is complete every time, rendering to the HR strategy.

Need-based employments: This is complete once there is an unexpected job.

4.4 Style of Employment

Pro Info has three kinds of service to encounter the uppermost instruction of the gratification equal of its Business. These are:

- Filled Time
- HR Votive
- Placement Programs for Scholars

4.5 Recruitment Sources:

Pro Info typically indorses from indoors the association. But as well people from interior and outside sources.

The outside sources are:

- Dissimilar universities
- Contestants and other administrations
- Unwelcome candidates

The internal sources are:

- Company's own website.
- Placement consultants.
- Employee reference
- From internship student

4.6 Recruitment Procedures of Pro Info & Edu Consultant

Forms of Recruitment: Here are two procedures of employments, specifically- interior staffing and outside staffing. Interior employment is the procedures of recognizing and drawing interviewees mid entities now property job with party. On the other indicator, outdoor employment is the processes ascertaining and attention-grab occupation aspirants from freestanding cluster.

In Pro Info, when position is shaped or convert unfilled, it principal efforts to plug the site inside. There is no appropriate heart entrant, the HRD verves for separate employment.

4.7 Recruitment Channel

Pro Info employees their workforces over binary intermediate and persons are:

Inner Recruitment Channel: Current workforces are a significant cause of employees. When for authorizations, preferment or for cross occupation broadcasts, interior applicants now – distinguish the relaxed body and partake aspect material about its official policies. In detail for Pro Info this class of staffing is appropriated residence lone by singular resolve knowledgeable member enrolment. For the inside employment Pro Info principally tail bolted employment policy.

For inner recruitment sources are:

- Job Spin
- Skill Lists

Job Rotation: Pro Info receipts fresh staffs from current staffs through occupation gyration. Society requirements multitask folks consequently they make situation of persons additional division. They enchantment ready the callings, necessities of work and expression in I beg your pardon system to spread over.

Skill Inventories: Done HRIS, Pro Info becomes correct operative's requirement gen for available site from current workers. This body retains folder wherever completely kinds of factual of all workers are kept back. They requirement innovative member they major realize the catalogue from where they get substantial and transportation newfangled personnel as their must. They novice for cutting-edge spot in that incident they good turn educated societies with a virtuous familiarity and didactic requirement.

Outside Recruitment Channel: Occasionally job wants something additional that can be satisfied over interior sources. Such bags the HR subdivision has to expression exterior the body and for Pro Info employment of supervision trainees' captain or several subordinate level apartment is done complete this system.

A overall mixture three ways monitored for outside staffing in the Pro Info, which happens straight or ramblingly for dissimilar equal of employment.

These are-

- Publicizing
- Operative appointments
- Ambulatory CV

Advertising: Fresh graduates, the major technique that Pro Info shadows the ad process, destined for employing determinations. They bounce the billboard the alleged English and Bengali Nationwide identifications. They use connected publicity done bdjobs.com, prothomalo.job.com for enlisting candidates. For connected staffing, the candidates become Following Amount that is a only amount which is mechanically shaped by the Online System at the time of CV application.

Employee Referrals: Worker referrals events are monitored through Pro Info mostly for the entrance equal employees, supervision apprentices it not in rehearsal. It monitors this events when present workers denote unique novel worker and the new single reflected to be additional decision. For place of subordinate equal applicants this rehearsal is monitored occasionally.

Walking CVs: Walks in are occupation searchers who influence at the HR section in hunt of an occupation and succumb their CV's. Occasionally they are invited to whole a request form to control their welfares and aptitudes. These applications are kept in a lively file until an suitable opening arises at the Pro Info. These happen mostly for admission occupations or votive job, for the employment of organization apprentice this procedures are not rummage-sale.

4.8 Recruitment and Selection policy of Pro Info & Edu Consultant

Pro Info follows some rule. Recruitment and selection rules are simple. But the effect of those policies can be problematic. These policies are given below:

- Pro Info & Edu Consultant recruitment strategy is to rental the exact nice of people at the true place, selecting them done an actual procedures from pool of applicants in the job marketplace.
- Pro Info & Edu Consultant's recruitment and selection has liberty from all political and other outsiders' pressure.
- The competency and high superiority performance of the whole organization shall be confirmed by the effective recruitment and selection.

- Those people who are experience more 6 or 9 years the company are more flexible for those candidate.
- Pro Info & Edu Consultant follows the overhead strategies in the time of human resource planning and recruiting new employment.

4.9 Definition of Selection

Though most staffs do not usage such a sumptuous broadcast expedient, all staffs put candidates finished an assortment events. The assortment procedures is a sequence of exact ladders used to choose which workers must be borrowed. The procedures instigates when staffs apply for employ and tops with the engagement result. Employing & collection are mutual and called the pay role in countless HR divisions. In a huge HR section, the pay meaning is the charge of the hire manager. In a reduced division, the HR director grips these responsibilities.

Service is frequently the main aim for the department's being, meanwhile the assortment events is dominant to the HR purpose.

4.10 Selection Procedures of Pro Info & Edu Consultant

The Corporation controls a very thorough and effectual selection actions to ensure that only the very best contenders are accessible to our customers. The actions is full below and vintages entrants with the true fit, so that our customers can befittingly make their plan in arrangement with plan timelines. Different kinds of assortment movements are labelled in below.

Receipt of Application: This the chief assortment phase to joint Pro Info. Applicants whichever send their CVs in request for a careful job, or they send uninvited CVs for any suitable place. There is a case in forward-facing of the HR disunion where alarmed creature drip their uninvited CV. The HR dissection assembles job tenders in incongruity of each one work post. In situation of paper posters, the interviewees are specified at minimum 4 weeks to rub on. After a precise period, all and every one work is bolted for rub on.

Sorting out Applications: Next stage is little list of CVs. Habitually the HR dissection is tied up in the tiny entry. But HR detachment may indicator completed this footstep to the own disunions to apart from time. To novice educated Establishments, CVs could be under rheostat out from the assembly of unsought CVs conventional. Another opportunity is to discovery out knowledgeable and capable Companies in extra Companies. Once potential applicants are therefore create out, they are telephoned and christened for conference.

Informing Applicants: After petite record of the CV and taking the apt applicants, HR separation alert the contender over telephone about on paper test or interview. For on paper tests, the Company matters confess cards finished carrier amenities seven to ten days earlier to the examination.

Written Test: The service test is usually ability examination which trials applicants’ verbal skill, arithmetic ability, cerebral capacity. Normally Pro Info revenue on paper test for pass near site like Apprentice secondary and for MT level. Former IBA/BIBM takes the in black and bleached trial on behalf of Pro Info.

Interview: Pro Info takes a conference board containing of HR specialists and top equal organization to manner bias free and even talk congregation. For selecting MT’s essentially DMD, MD and Crown of HR demeanor talk summit. For recruiting knowledgeable experts numerous consultations may be focused.

Final Approval by Competent Authority: Afterward the meeting gathering the contender are assessed by the meeting board. The organization team chooses which one will be designated. After that “offer communication” is completed for the contender. Once the applicants obtain the “offer communication”, they are assumed the “Selection letter”. Disallowed applicants are not well-versed.

Physical Examination: Similar other Company Pro Info also take bodily inspection of the chosen staffs whether the candidate is fit for the work or not. Pro Info has bond with General Diagnostic Center, The complete inspection is escorted by these two analytic centers.

Joining and Placement: When the interviewee accepted bodily checked are given the connection and assignment letter. The afresh employed staffs are demanded to bang their individual connection place within one week.

4.11 Intern Recruitment

Pro Info & Edu Consultant bids practicum plans to persons who near to get ex-student. They bounce a coincidental to get complex with their company setting to learn and involvement work life. All three months they rental nearly 40 interns from varied campuses.

HRD brand the offer of appointment with separate, organization and take the agreement from the concerned departmental cranium and dwelling the hostage consequently.

Chapter: 5

Evaluation of Recruitment and Selection Procedures

5.1 Evaluation and Analysis of Recruitment & Selection Procedures

The last subdivision is rising. As resistant of this we saw the enormous remaining income made by approximately each Company of Bangladesh in current years. Businesses are building proceeds, they are swelling their actions and for building these actions positive, they need well-organized humanoid capitals.

Assessing staffing and collection repetition of a society is not informal job, since on last advice can originate concerning the recruitment and selection preparation of some group. Though, there are particular nice of orders were create in dissimilar accounts and connected websites. On base of their rules and preceding limits of Pro Info & Edu Consultant recruitment and collection processes, I have strained my finest to assess the system.

5.1.1 Evaluation of Recruitment procedure

- Pro Info practices in household purposes for recruiting J.O/A.O which safeguard that recruitment hunts are reliable. As use in house purposes, they have bigger controller on the staffing processes and they easily modify some features of processes.
- Pro Info typically employs central staffing. That is staffing movements are co-ordinate by the HR Division. One of the furthestmost significant rewards of this dominant staffing function, that repetition of exertion is removed from extra division.
- The Enterprise doesn't have their individual web server; they acquired help from a distant organization for their web scheme. So, CV's finished connected stored in their gathering storage. HR requirements to copy and effort data to their arrangement. This structure is time progressive processes.
- Pro Info upholds a Human Resource Info System (HRIS) for their interior and exterior workers, that very obliging and effectual scheme, protects time.
- There exist no age, competition and gender judgments in different groups of jobs of Pro Info.

5.1.2 Evaluation of Selection Procedure

- The scheme Pro Info & Edu Consultant is by means of for employment and selection processes is not very well-organized. It makes diverse kinds of tricky in different situation. Every so often the photo of applicants deviations robotically and styles more than one chasing amount for lone interviewees in uplifting the page.

- Pro Info misplaces few applicants outstanding to the futile system for only if unsuitable data production.
- The selection procedures is minute long, since they organize in print test for vast applicants in a time.
- Pro Info doesn't put any energy for safeguarding useful spillover outcome. Applicants, who share the initial printed test, lone are informed about the result when they are baptized for the following equal. In the following ladders also, people who are not nominated not obtain any response or response.
- The Company doesn't use valuation midpoint technique, which very real in employing the organization level staffs.

Chapter: 6

Major Findings, Recommendations & Conclusion

6.1 Findings

Pro Info & Edu Consultant's HR division is a very enormousness and a decorative unit of overall organization actions. Behind every success or failure HR activities are measured the ultimate decisive factor. That is why Pro Info always gives extraordinary importance to the HR practices. In the processes of learning the issue, following features have been recognized, deserve explanation:

- 1. Less Authority for HR:** Managing Director is the sole specialist approve finally for any business or functional choice. Only after receiving authorization from the Managing Director, HR Division starts all their functioning as per technique.
- 2. Don't Follow Modern Rules:** Current HR management always talks to include line manager in HR Practices. Pro Info & Edu Consultant involves both HR manager, line managers in their recruitment and selection processes.
- 3. Careless about Responsibility:** HR Division of Pro Info & Edu Consultant doesn't contact with those interviewees who failed in their recruitment and selection processes.
- 4. Lack of training:** Human Resource division does not organize Training program for final candidates.
- 5. Huge Pressure:** They cannot make sure that all the code of behavior is followed by the employees because of huge stress of recruitment.

6.2 Recommendations

As an internee it is hard to give any commendation with slight working knowledge but I have tried my best to give best recommendations to improve the Recruitment and Selection procedures of Pro Info & Edu Consultant.

- 1. Should give more authority:** Managing Director should give additional authority to HR Division to start their function. HR department should contribute in different job Campus Job fair/Job fair to get brilliant fresher.
- 2. Should follow modern rules:** Human Resource Division should announce online requisition system. As a result, HR division will get requisition form instantly and it will make earlier its procedures.

3. Should careful about responsibility: HR division should also connect with failed candidates. At least, they can send an email on candidates' account. . HR division can send a e-mail/message to inform the interviewees about interview date, time and location.

4. Should be arranged training: There is no training for the new internee in Pro Info & Edu Consultant. But if they deliver any training program for internees then it will be easier for them to adjust new atmosphere. Pro Info & Edu Consultant should start training its managers on well interviewing.

5. Should be reduced pressure: To decrease pressure there need more manpower to track their purposeful work. They cannot make sure that all the code of behavior is followed by the employees because of huge force of recruitment. So enough manpower is needed to decrease pressure.

6.3 Conclusion

Recruitment is a significant matter for any association. Recruitment and Selection permits an organization to measure the vacancy and select the best workers who will lead the association in the future. So organization must give additional highlight on choosing candidates. A person who transmit advanced the group in terms of growth, standards and morals. Mainly the preceding resource for the organization in their information based well-organized workers. The organization should more attentions on this matter to safeguard the excellence and ethics. From above conversation we can effortlessly appreciate that Pro Info & Edu Consultant is one of the topmost company of Bangladesh.

We can easily find out recruitment and selection procedures of Pro Info. As a study abroad recruitment for construction the procedures more effective. Pro Info should examine the recruitment and selection procedures of other national company of the country. That can make Pro Info perfect in enlisting people and the business will get well-organized professionals that will rise the facilities as well as income. This internship assistance me about how a Company runs, it's day to day actions, problem that occur every day and how to resolve the. At present-day the Company benefits me able to apply my knowledge learning in any Company.

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