



Daffodil
International
University

Internship Report
On
An Analysis on Recruitment and Selection
Process of IDEA Engineering Company Ltd.

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Letter of Transmittal

19th February, 2019

Gouranga Candra Debnath

Assistant Professor and Head

Department of Business Administration

Faculty of Business & Entrepreneurship

Daffodil International University

Subject: Submission of Internship Report on “An Analysis on Recruitment & Selection Process of IDEA Engineering Company Ltd.”

Dear Sir,

I am hereby submitting my Internship Report, which is a part of the BBA Program curriculum. It is a great opportunity to work under your active support and supervision. This report is based on, “An Analysis on Recruitment & Selection Process of IDEA Engineering Company Ltd”. I have got the opportunity to work into company’s “Human Resource Department” under the supervision of **Mr. Md. Majidul Islam**, Assistant General Manager, HRD (Human Resource Department).

To make this report potential I have accumulated most recent data to ensure this topic more logical and reliable. My primary sources of information completing this topic is my superiors and colleagues. I have tried my best to achieve the objectives of the report and hope that my effort will serve the purpose.

I shall be grateful if you are kind enough to enlighten me by providing your valuable judgment regarding this report. It would be my huge pleasure if you find this report useful and informative to have an apparent perspective on the issue. Thank you for your concentration and patience.

Sincerely Yours,

.....

Tonima Alam

ID: 142-11-4058

Major: Human Resource Management

Department of Business Administration

Daffodil International University

Certificate of Approval

I am pleased to approve that Internship report on “**An Analysis on Recruitment & Selection Process of IDEA Engineering Company Ltd.**” prepared by Tonima Alam whose bearing ID: 142-11-4058 of Bachelor of Business Administration (Major in HRM) Under Department of Business Administration is approved for presentation and defense. I think that the report is worthy of fulfilling the partial requirements of BBA program.

Tonima Alam bears a good moral character and a very pleasing personality. I wish her all the success in her life.



.....
Gouranga Candra Debnath

Assistant Professor and Head

Department of Business Administration

Faculty of Business & Entrepreneurship

Daffodil International University

Acknowledgement

As a matter of first importance, I wish to offer my thanks to the omnipotent ALLAH for giving me the solidarity to run out my obligations as an understudy and finish the report inside the stipulated time. I am profoundly obliged to my University Advisor **Gouranga Candra Debnath**, Assistant Professor and Head of Daffodil International University for his entire hearted supervision amid my authoritative connection period. I am additionally thankful to Mr. Md. Majidul Islam, as my authoritative chief. It would have been extremely hard to set up this report up to this stamp without their direction.

My appreciation goes to whole Daffodil International University for masterminding Internship Program that encourages joining of hypothetical information with genuine circumstance.

Last however not the minimum; I might want to pass on my appreciation to Mr. Shahnur Rajib, Executive IDEA, Mr. Eakub Ali, Execxutive IDEA, Mr. Masudur Rahman, Executive IDEA and Ms. Anisha Haque, Sr. Official, IDEA for helping me in outfitting the report. In addition, I might likewise want to offer my thanks to my IDEA Engineering Company Ltd. colleagues, seniors and partners who gave me a word of wisdom, recommendations, motivation and support. I should specify the awesome workplace and gathering responsibility of this association that has empowered me to manage a considerable measure of things.

Executive Summary

This report is set up based on my three-month valuable involvement with IDEA Engineering Company Ltd. Limited. This entry level position program helped me to find out about the functional situation of a Company. IDEA Engineering Company Ltd. Is a flail-fledged construction wing company who within short span of time turned out as one of the most trusted company in this sector and has already been working various numbers of high-rise and low-rise building, Industrial Mechanical & civil engineering work, Hotel building service and Utility building. IDEA Engineering Company Ltd. (PSG) began in 2009 under the partner of Mr. Engr. Benjir Ahmed and the very key person of this company along with some other renowned person. In 2009 IDEA Engineering Company Ltd. started its voyage as a private construction organization. This report has been exhibited dependent on my perception and experience assembled from the organization. The association has numerous sections and offices; however, the spotlight is given more on the HRD in the floor representatives as I just got the chance to work in this division.

The report depends on Recruitment and Selection process at IDEA Engineering Company Ltd. The motivation behind this report is to comprehend how the enlistment and choice process are being resolved.

Subsequent to knowing the situation of IDEA Engineering Company Ltd. as far as their Recruitment and Selection Process a great deal of proposal came up. The report additionally comprises proposals and end, as per my perspective, which I think would enhance the earth of the association whenever executed.

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CHAPTER – 01

INTRODUCTION

Introduction:

Human Resource Management is part of the organization that is concerned with the 'people' dimension. HRM can be viewed in one of two ways. First, HRM is a staff, or support in the organization. Its role is to provide assistance in HRM matters to line employees, or those directly involved in producing Organization's goods and services. HRM is a function of every manager's job. Whether or not one in a 'Formal' HRM department, the facts remain that to effectively managers to handle the activities. Human Resource planning helps determine the number and types of the people an organization needs. Recruitment follows Human Resource planning and goes hand in hand with the selection process by which organizations evaluate the suitability of the prospective candidates for the job. Job analysis and job design specify the tasks and duties of jobs and the qualifications expected from prospective job holders the next logical step is to select the right number of people the right type to fill the jobs. Selection involves two broad gropes of activities: (a) Recruitment and (b) Selection.

IDEA Engineering Company Ltd. has an enriched and skilled Human Resource Division. HRD through definite and Systematic recruitment and selection procedure selects & trains up its manpower for achieving its ultimate goal. This study is important because the methods of IDEA Engineering Company Ltd. for recruitment and selection process can be learned and some recommendation can be given for their benefits in future.

Origin of the Report:

This report "An Analysis on Recruitment and Selection Process of IDEA Engineering Company Ltd" is a requirement of BBA Internship Program and includes three months practical working experience at a branch office in the respective organization. The report contains intern's experience with the host organization and also has given an opportunity to know the host organization and its business.

The Real Purposes of the Internship Program are:

- To learn practical knowledge and out weight the theoretical subjects.
- To encounter the genuine corporate world.
- To contrast the genuine circumstance and the exercises learned in the Academy
- To satisfy the necessity of BBA Program.

Objectives of the Study:

The broad objective of the study is to analyze and evaluate the Recruitment and Selection Process of IDEA Engineering Company Ltd.

The Specific objectives of the study are as follows-

- To analyze the recruitment and selection process of IDEA Engineering Company Ltd.
- To evaluate the recruitment and selection process of IDEA Engineering Company Ltd.
- To find out some problems of recruitment and selection process of IDEA Engineering Company Ltd.
- To make some suggestions to overcome those problems.

Scope of the Study:

This report is kind of a genuine contextual analysis, which implies it is the representation of the genuine situation of the chosen association. So, the extent of this report is restricted. The main extent of this report is to have functional experience about how an examination is done in the business associations. The report has the extension to cover diverse parts of HRM, which incorporates HR rehearses like Recruitment, Selection. To comprehend a genuine situation of the business world it was very useful study. Consequently, this report does not go into the profound of the HRM exercises of the chosen organization.

Methodology:

The study is lidding into an orderly technique beginning from choice of the theme to conclusive report arrangement. The vital part was to distinguish and gather information; they were arranged, dissected, translated and introduced in a methodical way to locate the indispensable focuses. The general procedure of the system followed in the investigation is clarified further.

Sources of Data:

Data are collected from both primary and secondary sources -

Primary Sources-

- Observation of the organization.
- Discussion with officials and concerned experts.

Secondary Sources-

- Newspapers

- Internet
- Annual report
- Textbook

Limitations of the Study:

Depending on the feedback from employees of Human Resource Department, Sales and Commercial division this report has arranged. In spite of the fact that this report would be useful to IDEA Engineering Company Ltd., a few people were hesitant to give input. Some concerned may believe that the data related with them was classified enough to unveil to the outer world. Another issue was time limitation. If there should arise an occurrence of research, the example estimate was very little as it was unrealistic to examine a substantial example because of time requirement. The span of my work was just three months. Be that as it may, this timeframe isn't sufficient for an entire and clear examination. It is a direct result of the confinement of data a few presumptions were made. So, there might be some close to home errors in the report. Despite the fact that there were numerous drawbacks I give my best exertion to outfit the report.

CHAPTER – 02

ORGANIZATIONAL OVERVIEW

History of the Organization:

IDEA ENGINEERING, a flail-fledged construction wing of IDEA ENGINEERING came into physical existence in 2009 under the partner of Mr. Engr. Benjir Ahmed and the very key person of this Company. IDEA within short span of time turned out as one of the most trusted company in this sector and has already been working various numbers of high-rise and low-rise building, Industrial Mechanical & Civil engineering work, Hotel building service and Utility building. Mr. Engr. Benjir Ahmed (IDEA) Comprises of highly experienced and skilled Engineer of this company. His experience in big construction works in Bangladesh. To name a few of the project are Power Plant (Bera-70MW, BPPL-50MW, United DEPZ,CEPZ,Sylhet Power Plant) IDEA Fatema (10 Stored Building), Apex Holding Ltd, Anwar Group, Kai Industries Ltd. Paragon Industries Ltd., Steeltech Industries Ltd., Today IDEA is offering consultancy and construction services in different fields, especially in field of building construction in Turnkey basis of building construction Interior decoration. Each department is headed by a partner of the firm and has highly qualified staff with expertise in various branches of Engineering, Architecture & Planning. A close liaison is maintained at all levels between the departments to ensure co-ordination of the work of the participating department. Sufficient flexibility is maintained so that one department can draw on the personnel & Services of another department according to necessity. The company maintains rather large field staff for various types of engineering surveys, socioeconomic survey & construction supervision. The drafting reproduction section is also very well equipped and is staffed by highly skilled personnel. The extensive experience of the key members of the organization and the supporting staff allows the company to offer a comprehensive range of services commencing with preliminary investigation and following through the various stage of planning and study, detail design, reports, specifications and contract negotiation, management of construction.

Mission of the Organization:

- To deliver customer centric quality products and services through continuous innovation and efficiency.
- To offer consumer products at affordable price by strictly maintaining an uncompromising stance with quality. With continuous innovation we strive to make our products complying with international quality standards.

- To maintain a congenial working environment to build and develop the core asset of IDEA– its people. As well as to pursue for high level of employee motivation and satisfaction.
- To sincerely uphold the responsibility towards the government and society with utmost ethical standards as well as make every effort for a social order devoid of malpractices, anti-environmental behaviors, unethical and corruptive dealings.

Vision of the Organization:

Their vision is to deliver quality products, services and systems to their customer in timely manner and safe environment. To become an internationally respected engineering consultant by offering comprehensive solutions. To offer their clients best levels of product quality, service and value to meet their technical needs. To enhance their product and services continuously to fulfill the expectations of our customers.

Objectives of the Organization:

Our focus is to be recognized as one of the most reliable project management team in engineering sector in Bangladesh. We are capable to provide total turn-key engineering solutions and services in *Project management, Consultancy, Design, Fabrication, Erection, Commissioning, Troubleshooting and Automation of Power plant, Process industries, Textile industries, Cement industries, Ceramic Industries, Pharmaceuticals, Chemical plants, Steel industries, Food & Beverage Industries, Paper & Pulp, Feed Millets.*

We also have the proven solution and services of *HVAC System, Firefighting system, Power generation and distribution system, Steam generation and distribution system, Chiller, A/C Plant, Humidification Plant, Duct line, Compressor, Airline, Water line, Boiler, WTP, ETP, Cable tray, all types of electrical works, Steel Structure, Steel Shed, all types of overhead & underground pipe lines etc.* as per customer requirements and needs.

We are confident to satisfy our clients through our dedication, commitment, operational efficiency, time consciousness and craftiness. We always apply high standard of integrity and responsibility in our activities.

IDEA ENGINEERING main objectives are:

- To provide highest quality of services through dynamic and efficient working teams. Customer satisfaction is our top priority.
- We nourish the truth “Survival for the fittest”. So our target is to become one of the leaders in this competitive market.
- To develop the skills of our employees through proper training and incentives.
- To practice rigid integrity, as this is the key to success of our business.
- To meet all the demand of the customers through satisfactory work performance and support.

Core Values:

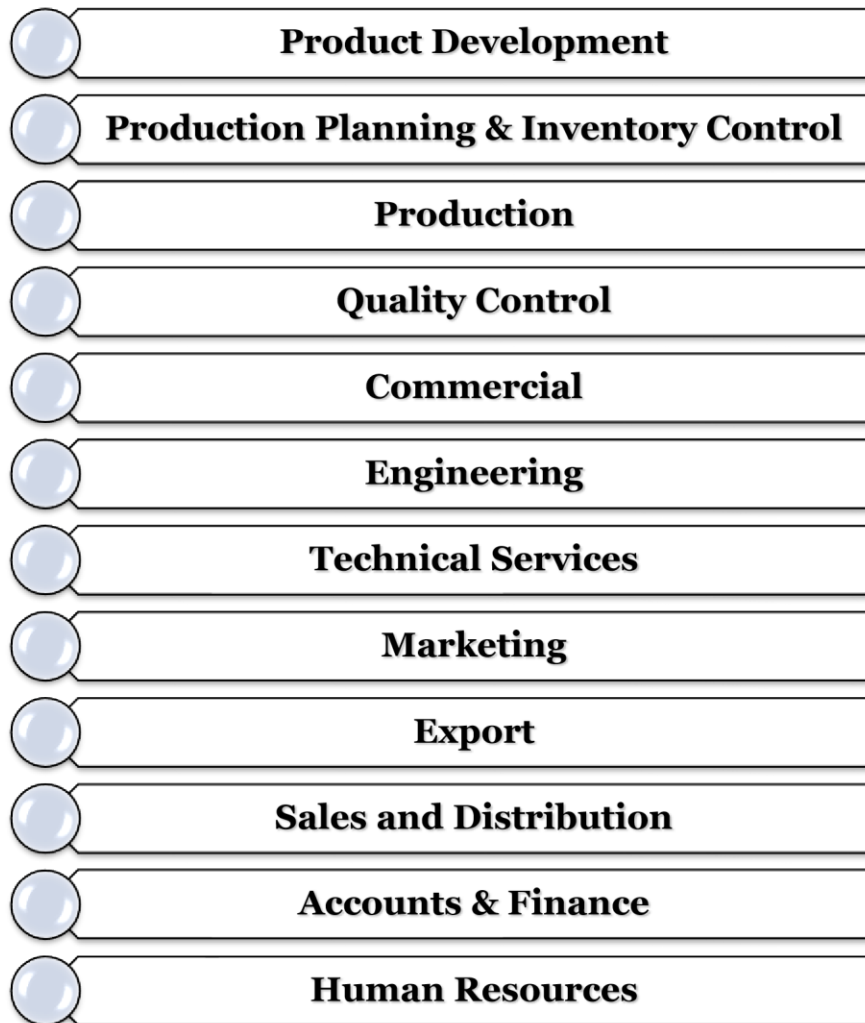
- Team spirit and commitments.
- Deft and diligent workforces.
- Capability to manage the work properly in time.
- Ability to improvise new and innovative ideas.
- Able to arrange specific equipment and manpower in short notice.
- Strong commitment to perform any project with strict adherence to the norms.
- While maintaining quality and performance growing customers trust.
- Regular and surprise checking of the project to ensure the quality of the project.

Product and Services:

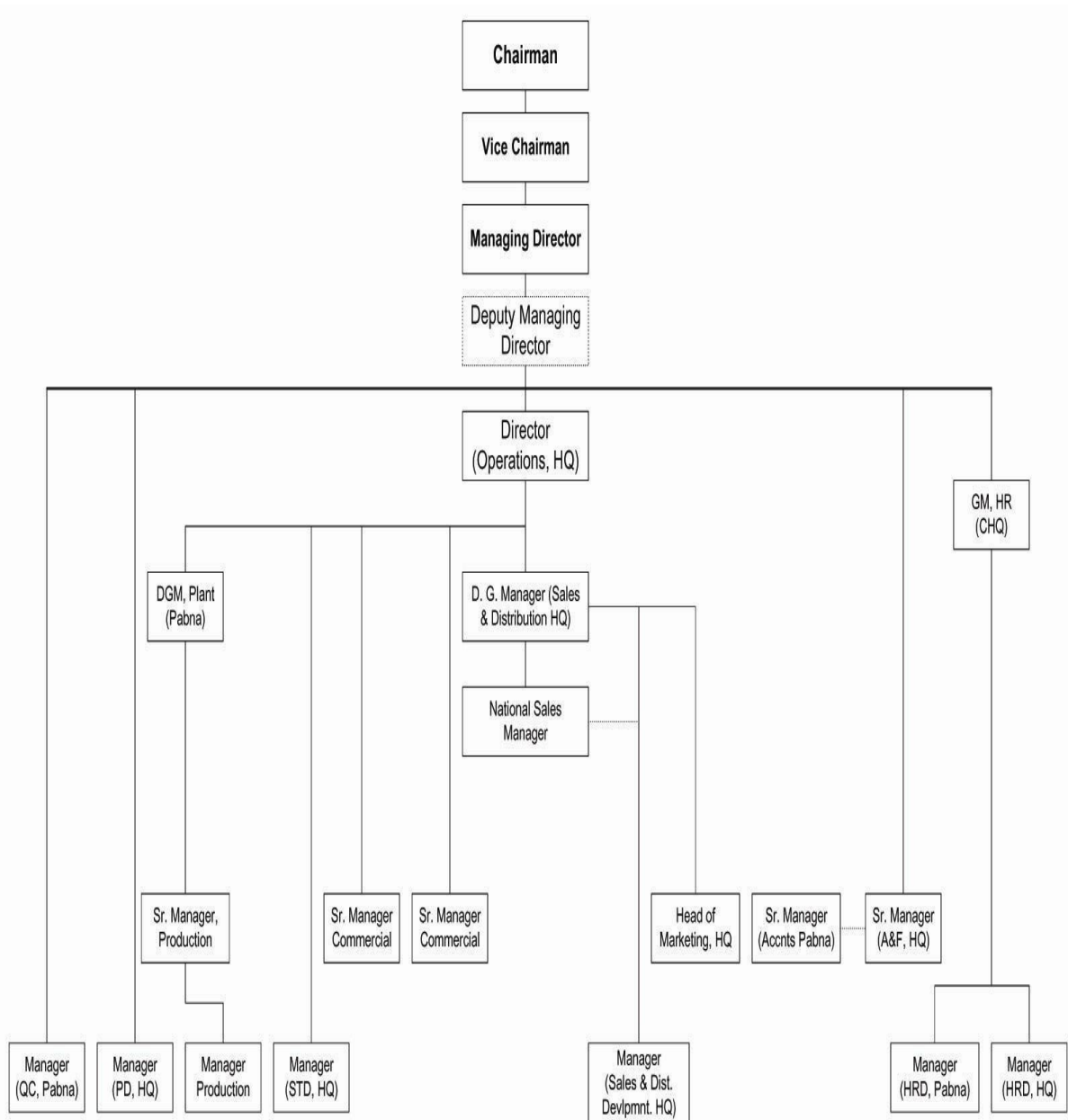
- Consultancy, Project Management and Design
- Erection & Commissioning
- Industrial Fabrication
- Metal Ducts
- Piping works
- HVAC system
- Cooling tower
- Air compressor
- Boiler
- Generator
- Chiller
- Pumps

- Fire Fighting system
- All Electrical & Automation works
- WTP, ETP & FTP
- Civil Constructions

Departments of IDEA:



Organogram of IDEA:



CHAPTER – 03
AN ANALYSIS ON RECRUITMENT
AND SELECTION PROCESS

Human Resource Management Process:

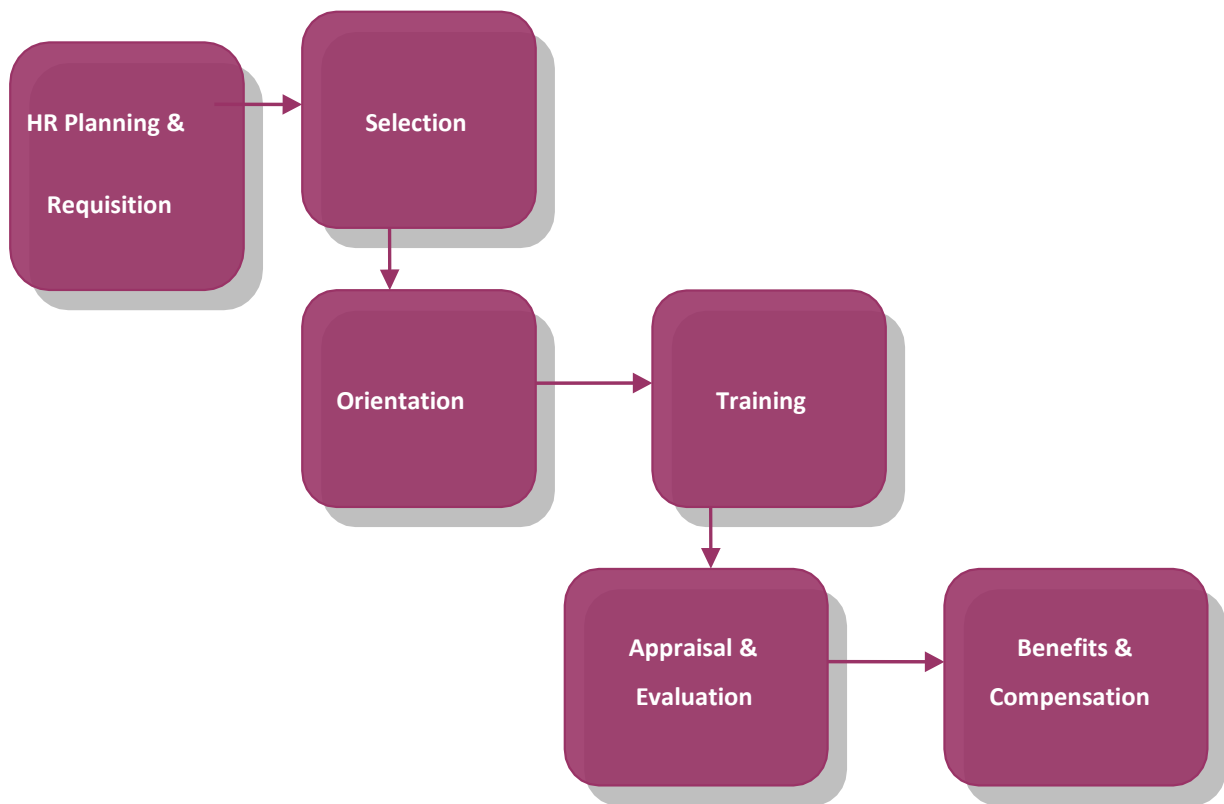
HRM is a field of management involves planning, organizing, directing and controlling the functions of procuring, developing, maintaining and motivating a labor force. There are lot ways a HR manager can manage its resources and the process is simple, so simple that even an amateur could handle it. He/she just need to start from managing human (truly manipulating person) to finish his job done. There are lot ways a HR manager can manage its resources and the process is simple, so simple that even an amateur could handle it. He/she just need to start from managing human (truly manipulating person) to finish his job done. There are lot ways a HR manager can manage its resources and the process is simple, so simple that even an amateur could handle it. He/she just need to start from managing human (truly manipulating person) to finish his job done. There are lot ways a HR manager can manage its resources and the process is simple, so simple that even an amateur could handle it. He/she just need to start from managing human (truly manipulating person) to finish his job done.

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Human Resource Management Process consists of eight activities necessary for staffing the organization and sustaining high employee performance. The process is described below:



Human Resource Planning in IDEA ENGINEERING COMPANY LTD.:

Planning is that the core space of all the functions of management. It's the inspiration upon that the opposite 3 areas ought to be designed. Designing needs management to judge wherever human resource of the corporate is presently, and wherever it'd wish to be within the future. From there associate applicable course of action to achieve the company's goals and objectives is decided and enforced.

Every organization has employment designing. IDEA ENGINEERING COMPANY LTD. has additionally its employment designing. They sometimes forecast their personnel desires supported their mission, strategic goals & objectives & technological and alternative changes leading to exaggerated productivity. Though there are many ways to predict personnel desires, however they use social control judgment as a result of it provides a lot of world state of affairs for personnel desires. They assume that the opposite ways cannot offer the correct state of affairs of the personnel desires. These are essentially graphical ways that cannot live

the particular personnel desires. However social control judgment technique depends upon the modification in productivity, market conditions etc.

As a company IDEA is so bad at managing people it makes me laugh and also doesn't have proper structure and they don't even manage their reports properly. As a company that's a so sorry for HR department need to improve drastically in that area. As a company IDEA is so bad at managing people it makes me laugh and also doesn't have proper structure and they don't even manage their reports properly. As a company that's a so sorry for HR department need to improve drastically in that area. As a company IDEA is so bad at managing people it makes me laugh and also doesn't have proper structure and they don't even manage their reports properly. As a company that's a so sorry for HR department need to improve drastically in that area. As a company IDEA is so bad at managing people it makes me laugh and also doesn't have proper structure and they don't even manage their reports properly. As a company that's a so sorry for HR department need to improve drastically in that area. As a company IDEA is so bad at managing people it makes me laugh and also doesn't have proper structure and they don't even manage their reports properly. As a company that's a so sorry for HR department need to improve drastically in that area. As a company IDEA is so bad at managing people it makes me laugh and also doesn't have proper structure and they don't even manage their reports properly. As a company that's a so sorry for HR department need to improve drastically in that area. As a company IDEA is so bad at managing people it makes me laugh and also doesn't have proper structure and they don't even manage their reports properly. As a company that's a so sorry for HR department need to improve drastically in that area. As a company IDEA is so bad at managing people it makes me laugh and also doesn't have proper structure and they don't even manage their reports properly. As a company that's a so sorry for HR department need to improve drastically in that area. As a company IDEA is so bad at managing people it makes me laugh and also doesn't have proper structure and they don't even manage their reports properly. As a company that's a so sorry for HR department need to improve drastically in that area. As a company IDEA is so bad at managing people it makes me laugh and also doesn't have proper structure and they don't even manage their reports properly. As a company that's a so sorry for HR department need to improve drastically in that area.

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Recruitment and Selection process in IDEA ENGINEERING COMPANY LTD.:

IDEA ENGINEERING COMPANY LTD. is often searching for top-caliber those that wish the flexibility and resources to grow in their career. If anyone is that the quite one that has continually stood out, IDEA ENGINEERING COMPANY LTD. supply an area wherever you'll still stand out. Regardless of what's the sector or vary of interests, there are vacancies wherever the skills will doubtless be applied and developed. In IDEA ENGINEERING COMPANY LTD. there are thousands of numerous folks from completely different completely different, cultures and backgrounds operating in an exceedingly kind of different jobs in several fields. Here there's some needs within the enlisting and choice method of IDEA ENGINEERING COMPANY LTD.--

- Merit is the sole criteria for selection.
- Attitude is given as much weight as functional competencies.
- Panel interviews comprising of Functional Head & HR Head.
- Sources for recruitment are through campus, consultants, employee referrals, internal job postings and the internet.
- Positions in Officer Cadre, GET and MT involve written tests.
- Antecedent verification is an integral part of our recruitment process.
- Medical fitness is pre-requisite for all positions.
- There is an equal opportunity employer and do not discriminate on the basis of race, community, religion or sex.

Recruitment process:

A responsibility for accomplishment, sometimes belongs to the unit of time department. This department works to seek out and attract capable candidates. description and specification, offer the required data upon that the accomplishment method starts. The functions of the accomplishment workplace of STL are given below:

- Need Assessment

- Defining the position description
- Checking the recruiting options
- Advertisement
- Screening and Short – listing Applications
- Written test
- Selection interview (3 – tier)
- Employment decision (Application Bank)
- Pre- employment medical check-up
- Offer letter
- Orientation / Induction
- Placement
- Follow –up

Source of Recruitment:

STL is done in three ways recruitment depending on the job category of the vacant position. Therefore, the recruitment process of this organization is classified into three types, which are done based on the job grade/ group. These are as follows:

1. Entry-level Management
2. Mid or / and senior level Management
3. Graded staff / Non- Management staff

Internal Source:

There may be an individual competent for the specified job operating at intervals the organization. If there's, the present hands are then shuffled to put the chosen person within the

new post. If there's no such person within the corporate, then the management goes for the second step.

Job-posting programs:

HR department becomes concerned once internal job openings are promulgated to workers through job positioning programs, that informs workers regarding gap and needed qualifications and invite qualified workers to use. The notices typically are denoting on company bulletin boards or are placed within the company newspaper. Qualification and different facts sometimes are drawn from the work analysis info.

The purpose of the work posting is to encourage workers to hunt promotion and transfers the assistance the unit of time department fills internal gap and meet employee's personal objectives. Not all job openings are denoting. Besides entry level positions, senior management and high employees' positions could also be stuffed by benefit or with external recruiting. Job posting is most typical for lower level clerical, technical and superordinate positions.

External Source:

All the above options being considered, the company goes for external recruiting if needed. Those who best meet the skills, qualifications, experience and competencies required for the position should fill vacancies. Therefore, if there is no candidate within STL, Bangladesh who is suitable for the role, external advertisement should be placed to attract the potential candidates followed by the selection procedures.

Advertisement:

The Company provides advert in national dailies (both Bangla and English) to draw in the abilities from the market. Bdjobs is one in all the most supply of SATL to gather resumes of potential candidates. STL puts 2 sorts of advertisements within the newspapers. It generally keeps the identity hid within the ads, mentioning a GPO BOX range solely. the aim of the hid identity is to avoid the unwanted pressure from the stakeholders for the use of their desired candidates. However, this fashion the corporate might lose the abilities out there within the market WHO would have applied for the identical post had they far-famed the name of the organization. This can be why the corporate unbroken the identity open in their recent job advert once the standard of the candidate was a really necessary issue to contemplate. By revealing the STL establish, the corporate tries to draw in the simplest potentials among all the others.

Employee referrals:

This is another supply for IDEA ENGINEERING COMPANY LTD. Worker referral suggests that mistreatment personal contacts to find job opportunities. It's a recommendation from a current worker relating to employment mortal. The logic behind the worker referral is that "it takes one to understand one". Staff operating within the, during this case, are inspired to advocate the names of their friends operating in alternative organization for an attainable vacancy within the close to future.

Employment Agency:

An agency finds and prescreens candidates, preferring people who appear qualified to the organization for more assessment and final choice. Office will screen effectively solely it's a transparent understanding of the position it's making an attempt to fill. Thus, it's vital that a leader be as specific and correct as attainable once describing a footing and its accomplishment to an agency. STL usually recruit via AN agency for non-management level.

Walk-in and Write-in:

Walk-ins are some seekers WHO fell upon the hour department of IDEA ENGINEERING COMPANY LTD. in search of a job; Write-ins are those that send a written inquiry, each team are commonly asked to complete Associate in Nursing application blank to see their interest and talents. Field level management jobs like space Sales arranger, Regional Managers are recruited through Walk-in interviews.

Consulting the CV Bank:

The unsolicited applications stored in the data bank. If the quality of a person matches with the requirements mentioned in the position description, then he / she is called for a written test or interview. If applicants match for another position, then he/she will get called for that matching position in future.

Digital Source:

IDEA ENGINEERING COMPANY LTD has gone through several sources in their recruitment process. It is because they are trying to search the best brain from the market that can assist this organization more powerfully. It is challenging which source will be best from them. Basically, there are lots of sources they can focus on and some of the digital sources they are focusing on are-

- Online Source 'bdjobs'- When the organization has noticed that they need some people for the specific post, their first and foremost choice is bdjobs, Basically they give an advertisement to that source and the applicants from all the part of this country have applied regarding the minimum objectives. Then HR comes up some of them by matched maximum job description. Then the best CVs are shortlisted and that's how they come up with the initial screening.
- Online Source "Facebook"- This is one of the source engines where gives job ads in different facebook pages. From that job seekers applied here.
- Online Source "linkedin"- This is one of the source where they search some experienced candidates from a professional site linkedin. But it is only used for the top level candidates who are usually passive job seekers.
- Job Fair- Many organizers come up by arranging job fair. Many candidates come to search their best jobs. They comes up with their objectives and recruits cadidates from job fair.

Selection Process:

Selection is the process of gathering information for the purpose of evaluating and deciding who should be employed in particular jobs.

Screening and Short-listing Applications:

The responses to the advertisements are sorted and screened. The CVs additionally because the Covering letters are judged. Within the letter, the design and language of writing, the stress placed on the areas asked for tin the ads and also the quality of the letter (whether it's specifically tailored to the advertisement or simply a regular response) are the aspects that are judged. Totally different weights are allotted to the choice criteria mentioned within the main specification betting on their relative importance. (For example, academic establishments like IBA, BUET offer the very best weight among the native ones and also the foreign universities of GB, Australia, etc. are placed on par with the simplest within the country). Supported the presence of those factors to the specified extent (experience, academic degree, laptop skill, etc) the additive weights for all the candidates are counted and also the listing of a sizable variety of the uppermost candidates is generated. However, the 60 minutes officers conjointly study the CVs with the individual line manager to test whether or not any valuable deciding parameter

is missing that are mentioned within the CVs. Then the candidates designated within the range are caught up the written check.

Written Test:

The Written take a look at could be a regular a part of the conventional accomplishment method. It's conducted for max positions. The highest management of STL believes the written take a look at before the interview method has tried to be effective and a useful gizmo to pick the fascinating candidates. The written take a look at has conducted in terms of information regarding needed fields. The candidates are caught up the preliminary (first) interview supported their performance within the written take a look at.

Selection Interview :

The interview process is a three-tier one. A preliminary interview is conducted which follows the "elimination method". After that, the second interview takes place with a very few numbers of candidates. Then the finally selected person is called for the final interview. The interview time is kept convenient for the candidate, especially if s/he was working elsewhere at the time of interview. The shortlisted candidates must fill up an employee information form before the interview.

Reference Check:

Reference checks enable getting info and opinions relating to the person's character, quality of the work and suitability for the position. It's a chance to validate the knowledge received from the candidate via their resume and also the interview. Talking to the candidate's manager or others whom they need worked with ought to additionally check internal candidates. The opinion of a referee WHO has worked will for Associate in nursing extended amount is probably going to be a lot of correct than the assessment from one to 2 hours of interviewing.

The candidate's immediate supervisors are required to be contacted. Permission ought to be obtained to contact the candidate's referee, particularly if their current leader is contacted. It's common for a candidate to be uncomfortable with the organization's talking to a current leader. If they're uncomfortable, an alternate person aside from this leader needs to be chosen by the candidate (work colleague, for example). Unless the candidate may be a graduate or college migrator with no previous work expertise, solely contact work connected referees ought to be contacted. a minimum of 2 reference checks ought to be done, but the a lot of the higher. There's a sample reference-checking guide that is more or less followed. It's necessary to organize a reference check guide that asks the referee concerning the key skills, competencies

and knowledge needed for the position. Reference checks must be done by the road manager or personnel of the unit of time department. During the interviews, the candidates would have given some samples of incidents, tasks or comes which will be asked concerning. The referee ought to be asked what the candidate did in those examples that ascertain whether or not the knowledge received from the candidate is in line with that of the referee. Subjective queries might not forever be a reliable guide; but it will be helpful to urge the referee's opinion on areas like quality and amount of labor, strengths and weaknesses etc.

Employment Decision:

If the candidate has no drawback with the expressed terms and conditions of the work and also the organization mentioned and mentioned within the final interview, he/she is obtainable AN application blank. The appliance blank could be a commonplace format of employee-information that has all the knowledge the organization desires relating to the personnel. The candidate needs to fill this blank and submit this to the corporate together with a CV.

Pre-employment Medical Check-up:

After submission of the appliance and therefore the CV, the chosen person should bear full scrutiny that guarantees her/his fitness to perform the task with success. A health professional World Health Organization uses a physical capability analysis that assesses the candidate against the physical capabilities documented for every role conducts the medical. A medical is additionally acceptable for internal candidates if they're applying for positions that need completely different physical capabilities.

Short Listing of the Candidate:

Short listing is done on the basis of appraising information on the application in the light of job specification of a job being advertised. How far a candidate meets the job criteria is critically reviewed. The short-listing methods are usually qualitative one where managerial judgment plays an important role. Short listing depends on the nature of the job. Before short listing of candidates for tests job criteria are set by HR and line manager. There are technical and general job criteria that a candidate has to meet for consideration of next step of selection. HR determines the general criteria while line manager determines the technical criteria. Although both the criteria are important, however it is the nature of the job that determines which type of criteria should give more weight than the others. Usually based on the presence of this factors to the desired extent (experience, educational degree, computer literacy etc) the cumulative

weight for all the applicants are counted and short list of a sizeable number of the top most candidates are generated.

Short listing is done by evaluating the followings:

- Educational qualification: Whether the candidate has the required educational qualification or not.
- Relevant job experience and required skills: how far candidate's most recent job experience and skill matches the job requirements of the position in question.

The candidate may have irrelevant job experiences and skills which are not considered during short listing.

During short listing the following criteria they take into account:

- Urgency of the personnel
- Importance of other related skills for that position.
- Career development of the position.
- Type of the position.

IDEA does not follow any standard set rules of short listing of candidates that for one position the number of short-listed candidates for written/oral test should be a certain number; rather they call all the quality of a candidate matches with the requirements mentioned in the advertised position, whatever the number is.

Appointment Letter:

An appointment letter is sent to the finally selected person or he is asked to pick up his appointment letter if possible, from the Head Office. IDEA sends two copies of appointment letter where in the 2nd copy two extra lines are written mentioning whether the applicant has accepted the job offer or not. After accepting the job offer the candidate send the 2nd copy to the IDEA and the other copy the person keeps for himself. In the 2nd copy of appointment letter the put the joining date.

Appointment letter includes:

- Job title (according the job title matrix), grade/step and Remuneration.
- Place of posting
- Name of section of department
- Effective date of appointment
- Probationary period, condition of confirmation and notice period
- IPL standard terms and conditions.

Joining of the Candidate:

After finishing all above process the selected candidate asked to bring all their academic & professional certificates along with their previous job separation confirmation application & other relevant documents and follow below criteria.

Offering the Role:

Once the health check-up is completed, the candidate is given a proposal letter specifying the wage package, job responsibilities, utilities that may be provided by the organization. Even at this stage, the chosen candidate has the possibility to withdraw her/himself from the duty provide. He/she is often liberated to discuss no matter issue might arise concerning pay-structure/facilities, etc. the door of time unit is unbroken open for any kind of relevant discussion.

Verbal offer:

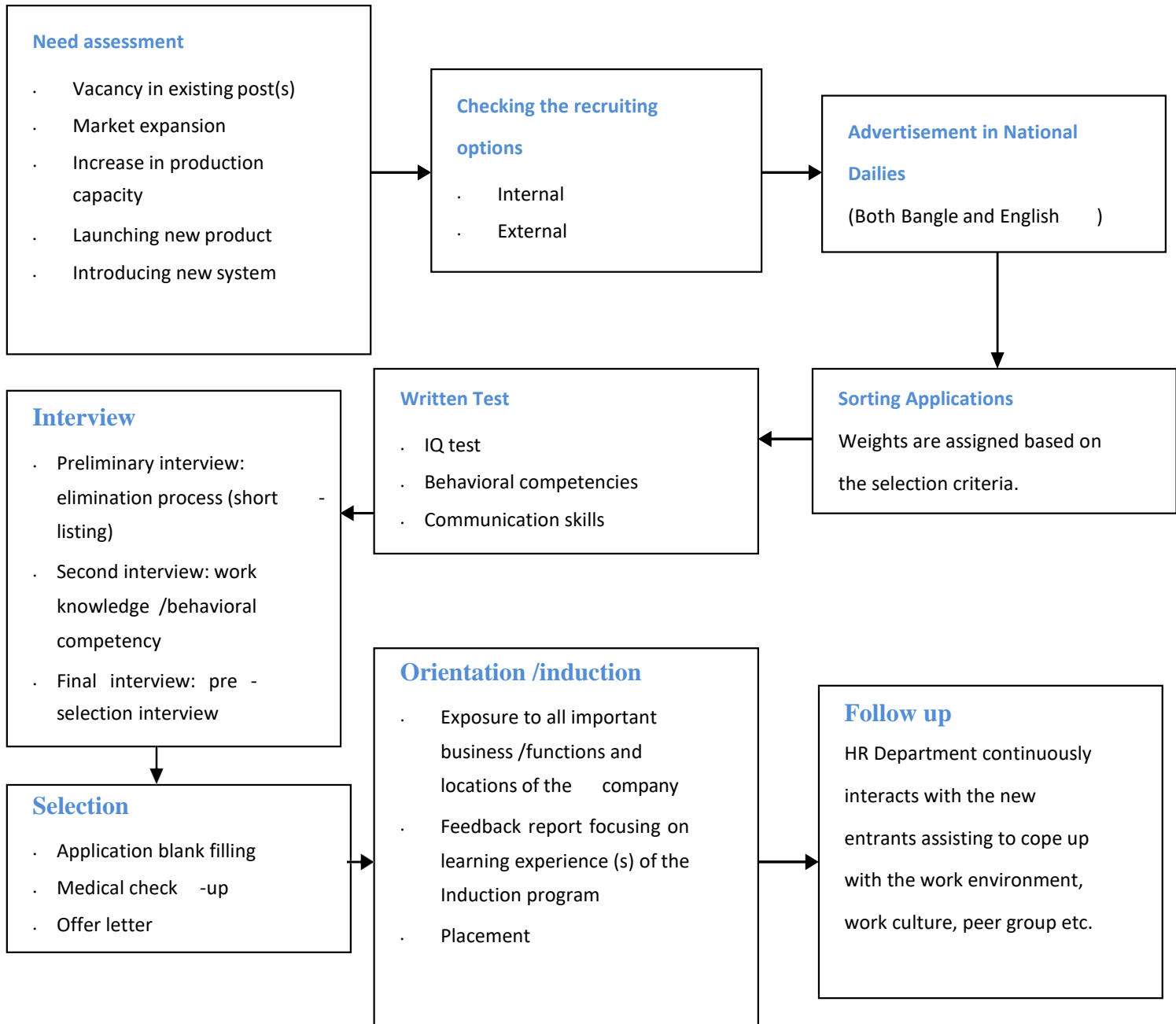
The verbal provide of the role to the candidate is given once the medical and reference checks are with success completed. The discussion ought to cowl the following:

- Tell the candidate that you simply would love to supply them within the role.
- Congratulate them.
- Tell them the remuneration package that's being offered, as well as superannuating.
- Ask them if they're pleased with it.
- Ask them if they verbally settle for the position.
- Tell them that we are going to be causing them a written letter of provide and introductory package.

Written letter of offer:

A written letter of supply should be forwarded to the candidate. Once the candidate has verbally accepted the position, the acceptable letter of supply is organized. This letter ought to be sent to the candidate inside 2 days of constructing the verbal supply. Associate degree introductory package is going to be sent to the winning candidate, together with the letter of supply. A minimum of one week before the person commencing in their new position, an arrangement notice is going to be placed on notice boards and/or the web.

SUMMARY of THE RECRUITMENT AND SELECTION PROCESS OF IDEA



Methods are the ways through which employees are trained. IDEA uses several methods of training depending on the situation and training objectives. However, the methods of training can primarily classify into two types. On-the-job Training (OJT) means having a person learn a job by actually doing it. Every employee, from mailroom clerk to company president, gets on the job training when he or she joins a firm. In many firms, OJT is the only training available.

The most familiar type of on the job training is the coaching or understudy method. Here, an experienced worker or the trainee's supervisor trains the employee. At lower levels, trainees may acquire skills by observing the supervisor. But this technique is widely used at top-management level too. A potential future CEO might spend a year as assistant to the current CEO, for instance. Job rotation, in which an employee (usually a management trainee) moves from job to job at planned intervals, is another OJT technique. There are some steps to help insure OJT Success.

Step: 1. Prepare the Learner:

1. Put the learner at ease- relieve the tension.
2. Explain why he or she is being taught,
3. Create interest, encourage – encourage find out what the learner already knows about this or other jobs.
4. Explain the whole job and relate it to some job the worker already knows.
5. Place the learner in the normal working position as possible.
6. Familiarize the worker with equipment, materials, tools, and trade.

Step: 2. Present the Operation:

1. Explain quantity and quality requirement?
2. Go through the job at the normal work pace.
3. Again go through the job at a slow pace several times; explain the key points.
4. Have the learner explain the steps as you go through the job at a slow pace,

Step: 3. Do a Tryout:

1. Have the learner go through the job several times explaining: slowly, explaining each step to you. Correct mistakes and mistakes and, if necessary, do some of the complicated steps the first few times.
2. Run the job at the normal pace.
3. Have the learner do the job, gradually building up skill and speed.

4. As soon as the learner demonstrates ability to do the job, let the work begin, but don't abandon him or her.

Step: 4. Follow Up:

1. Designate to whom the learner should go for help
2. Gradually decrease supervision, checking work from time to time against quality and quantity standards.
3. Correct faulty work patterns before they become a habit. Show why the learned method is superior.
4. Compliment good work; encourage the worker until he or she is able to meet the quality and quantity standards.

Benefits for employees:

- The opportunity for promotion and self-improvement;
- Improved job satisfaction through better job performance
- A challenge: the chance to learn new things;
- Adaptability: greater ability to adapt to and cope with changes
- Increase job scope and allow for job rotation

Having the part of IDEA bank and a student of Human Resource Management of Daffodil International University my analysis of training and development should go under the training and development process for individual and academic. As IDEA believe to accomplish prominent work execution, expansion and procedure perfection of maximum size of moral standers and expertise. Every staff should be developed by IDEA in order that they can be the elite organization. Therefore, relevant training and development opportunities can increase abilities of IDEA. Having the part of IDEA bank and a student of Human Resource Management of Daffodil International University my analysis of training and development should go under the training and development process for individual and academic. As IDEA believe to accomplish prominent work execution, expansion and procedure perfection of maximum size of moral standers and expertise. Every staff should be developed by IDEA in order that they can be the elite organization. Therefore, relevant training and development opportunities can increase abilities of IDEA. Having the part of IDEA bank and a student of Human Resource Management of Daffodil International University my analysis of training and development should go under the training and development process for individual and

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CHAPTER – 04
FINDINGS, RECOMMENDATIONS
& CONCLUSIONS

Findings:

- 1. Top Management Reference:** Sometimes candidate is selected by top management reference which cannot make sure quality candidates. As Top management or other strong reference do not notice candidate's quality whenever they refer. Therefore, HRM cannot select those candidates who are best suits for this position.
- 2. Bias and inequality:** Sometimes recruitment manager influence by bias. They take more priority their nearest candidate over other candidates. Besides this, they prefer female for some specific jobs where male candidates are also fit.
- 3. Salary:** Comparing to the competitors, IDEA ENGINEERING COMPANY LTD. is giving less salary to its Sales Representatives.

Organization	Salary
IDEA Engineering Company Ltd.	8000 tk
ACI	10,000 tk
Kohinoor	9,000 tk

- 4. Prolong Working Hour:** Though goal achieving is a difficult task, but there is no initiative to benefit the of PG.
- 5. Job Location:** Many of PG have been given posting market so far from rural area. It is always tough for them to contact with their families.
- 6. Behavior:** Sometimes the behavior of their superior known as Sales Supervisor is very harsh or demotivating for SR.

Recommendations:

1. If the top-level Management wants to refer a candidate, they should at first judge their quality whether they are suited for this job or not. If the candidate has good qualities to maintain his/her position, top level management should refer them otherwise they should not refer poor quality candidates.
2. Recruitment Managers should not influence by bias. They should select the best qualitative candidates whenever they are not nearest one.
3. In the job packaging especially for bottom line staff, the hour department ought to mention the pay structure.
4. The Company might participate within the job fairs in their enlisting. a substantial volume of applications is born within the organizations as a result of the exposure created within the job fairs. The organization will promote its image as a possible recruiter through its thriving participation within the job fairs.
5. The company will be recruited additionally for field recruiting that might bring a yield of extremely educated fresh-starters for the entry-level the organization could prepare seminars within the prime business faculties.
6. The company ought to facilitate on-line CV-posting system that's a really standard and effective observe utilized by the highest business organizations.
7. In the case of non-management enlisting like Sales Representative, interview board ought to follow the identical choice criteria. I determined that some boards weren't with the identical choice criteria. One board was extremely powerful to induce through on the opposite hand another board was straightforward to induce passed.

Conclusions:

To achieve success, relentless contribution and dedication of the organizations human resource management is extremely abundant required. To view within the international further as in native markets in adverse state of affairs the HR managers work has become far more troublesome in today's ever dynamical business setting. Developing plans in an exceedingly dynamic state of affairs demands assessment of the case and strictly adhering to the core principal of the organization. As an Intern it was seen that the company's core values are cherished by everybody inside the organization, operational in dynamic state of affairs is simpler than it looks.

In this report, with utmost care tried to determine enlisting choice procedures utilized by IDEA Engineering Company Ltd. to recruit and select employees. In this report, non-inheritable information from time unit course and have taken a look at to go with the techniques procedure and systems followed by the HRD.

The companies ought to target quality product and quality service to require in this business towards additional success. A close liaison is maintained at all levels between the departments to ensure co-ordination of the work of the participating department. Sufficient flexibility is maintained so that one department can draw on the personnel & services of another department according to necessity.

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