An Internship Report on Requirement and Selection Process of Meghna Group of Industries

Supervised By

Dr. Gouranga Chandra Debnath

Associate Professor and Head

Department of Business Administration

Faculty of Business & Entrepreneurship

Daffodil International University

Prepared By

Mahfuza Akter

ID: 181-14-2641

Program: MBA

Major: Human Resource Management

Department of Business Administration

Faculty of Business and Entrepreneurship

Daffodil International University

Date of Submission: 08/01/20

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th December, 2019
Dr. Gouranga Chandra Debnath
Associate Professor and Head
Department of Business Administration
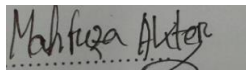Faculty of Business & Entrepreneurship
Daffodil International University

Subject: Submission of Internship report on "Requirement and Selection Process of Meghna Group of Industries."

Dear Sir,

With due respect, it is my pleasure to submit to you my internship report on **"Requirement and Selection Process of Meghna Group of Industries."** I tried my best to work sincerely to cover all aspects regarding the matter. Though I face some limitations to prepare the report due to scarcity of regarding data, time limitations and not enough knowledge about banking sector. I have prepared it according to the guidelines, and on the basis of my practical experience.

I hope you will assess my report considering the limitations of the study. Your kind advice will encourage me to do future work I shall be highly grateful if you kindly accept my report.
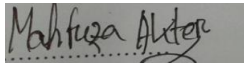
Thank you
Sincerely Yours,

…………………….
Mahfuza Akter
ID: 181-14-2641
MBA Program
Major in HRM
Daffodil International University

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Declaration

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I declare that the internship report of internship titled **"Requirement and Selection Process of Meghna Group of Industries."** represent the result of my own research works, pursued under the supervision of Dr. Gouranga Chandra Debnath, Associate Professor and Head , Daffodil International University.

I further affirm that the submitted report is original and no part or whole part of this report has been submitted to in any form, in any other university or institution, for any degree, or any other purpose.

Mahfuza Akter

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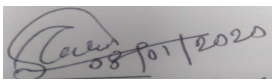Mahfuza Akter
ID: 181-14-2641
Faculty of Business & Entrepreneurship
Daffodil International University

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Letter of Acceptance

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This is to certify that **Mahfuza Akter, ID No. 181-14-2641**, **MBA** program, major in **Human Resource Management**, Department of Business Administration, Faculty of Business & Entrepreneurship, Daffodil International University (DIU) has successfully completed her internship program under my supervision.

Her internship report title **Requirement and Selection Process of Meghna Group of Industries;** is accepted for presentation.

I wish her a total success in life.

_____
Dr. Gouranga Chandra Debnath
Associate Professor and Head
Department of Business Administration
Faculty of Business & Entrepreneurship
Daffodil International University (DIU)

Acknowledgements

Firstly, I would like to express my grateful thanks to the Almighty Allah for enabling me to complete this report successfully.

It is my great privilege to express my gratitude to the Almighty to give me the great opportunity to complete the internship program and to conduct this study under the supervision of Dr. Gouranga Chandra Debnath, Associate Professor & Internship supervisor, Department of Business Administration, Daffodil International University.
I also have to put my heartfelt gratitude for his kindness and guideline during the period of internship to complete my assigned report as on the topic **"Requirement and Selection Process of Meghna Group of Industries."** In preparing the proposed report I have taken great assistance support and guidance from my supervisor Md. Mannan Haque , the persons of **Meghna Group of Industries**

Finally, there is the most important acknowledgement of all my feelings for & gratitude to my parents, who are the foundation of my life.

Executive Summary

This internship report is prepared as a partial fulfillment for the MBA program of the Faculty of Business & Entrepreneurship under Daffodil International University.

The report prepared on **"Requirement and Selection Process of Meghna Group of Industries."** To identify and explain different steps, to evaluate requirement and selection Process of Meghna Group and Industries, to identify problems related to requirement and selection process of MGI. This is exploratory type of research and deductive in nature. The whole study approaches to reveal whether theoretical concepts are being followed in a practical arena. Both primary and secondary data have been collected for the study. I work in Motijheel Branch, Dhaka. The collected data has been analyzed through descriptive statistics on the basis of which some conclusion was drawn and a set of recommendation was made. All categories of employees who related to the requirement and selection process are very active and excellent in there won way.

Table of Contents

CHAPTER-1
INTRODUCTION

1.1 Origin of the Study

Human Resource Division plays a key role in taking an organization in the first lane to the road of prosperity. In this internship report I have provided information in a detailed manner with my experience of working in HR department of Meghna Group of Industries, which currently possesses leadership with number of brands around the countrywide market. In addition, I have initiated a survey on the training and development practices process to bring out the facts behind their efficiency of working at HR department.

1.2 Organizational Overview

Meghna Group of Industries (MGI) is one of the biggest and leading conglomerates of Bangladesh. The Group has more than 40 years of national and global experience. In Bangladesh one in every three households use Meghna Group of Industries brands and products. Meghna Group of Industries has spread its presence beyond Bangladesh, especially in the Middle East, Southeast Asia, Europe, North and South America through exporting various products.

Meghna Group of Industries has been continuously expanding and hence, emerged as the largest investor in industrial development of Bangladesh for three consecutive years. Meghna Group of Industries is also the first Bangladeshi company to set up a private economic zone. Meghna Group of Industries has recently opened 8 new industrial units in its 2 economic zones with investment of more than BDT 3000 crores. Moreover, 10 different industries are under construction, erection and negotiation phase with foreign principal including TIC – Australia where another 12000 – 15000 employment opportunities will be created.

1.3 Brands

Meghna Group of Industries is a consumer focused company and the Group follows multi-branding strategy like some of the biggest companies of the world for a more successful outcome. The brand name
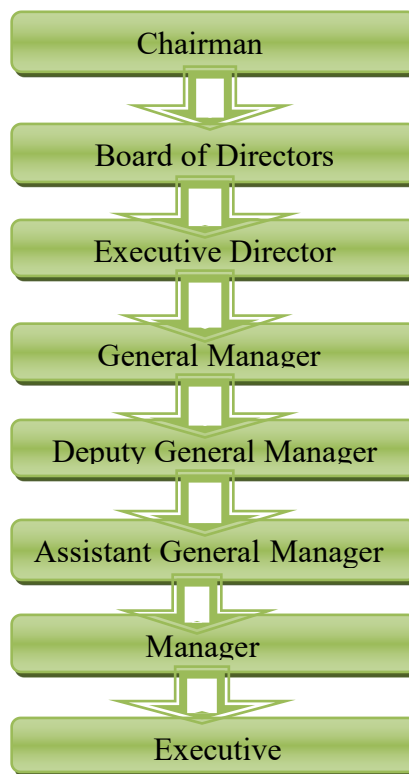
- Fresh Sugar
- Super Fresh Soybean Oil
- Super Fresh Vegetable Oil
- Fresh Mustard Oil
- Fresh Full Cream Milk Powder
- Fresh Atta-Maida- Suzi
- Super Fresh Drinking Water
- Fresh Tea
- Fresh Salt
- Fresh Spices

1.4 Vision, Mission and values of the Organization

- Be Bangladesh's most admired & progressive global conglomerate.
- Delighting our customers and maximizing value by innovative solutions, inspired employees, adaptation of technological advancements and living in harmony with environment.
- MGI are integrity, respect, customer focus, teamwork and keeping promises.

1.5 Organizational Structure

Meghna Group of Industries is structured in the following manner:

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┌─────────────────────────────┐
│         Chairman            │
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            ↓
┌─────────────────────────────┐
│      Board of Directors     │
└─────────────────────────────┘
            ↓
┌─────────────────────────────┐
│      Executive Director     │
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│      General Manager        │
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│   Deputy General Manager    │
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│  Assistant General Manager  │
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│          Manager            │
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│         Executive           │
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1.6 Objectives of MGI

1. To ensure more and more customers satisfaction and make good relationship with them.

2. To establish new and successful technological.

3. To prioritize the customers and product qualities.

4. To achieve global standard and strengthen industries culture.

5. To ensure Social Responsibilities through all activities.

1.7 Background of study

Through this report an individual can expect to have a good knowledge and understanding on the various operational activities performed by MGI HR particularly in the area of requirements and selection process. From the last three months of the MGI, everything is tried to include in precise form. I have tried my level best to put more emphasis on the requirements and selection since it is the topic of my internship program. This report is to be used only for the academic purpose. I have collected all the necessary and relevant data from various primary, secondary sources. After three months long hard labor, it has become possible for me to make the report comprehensive and factual. The data is truly and strictly confidential and no one can use its components in full or partial. I would like to give thanks to everyone who has helped and encouraged me in the process of preparing this report.

1.8 Scope of the study

Meghna Group of Industries is a big platform for learning practical knowledge. A HR intern can get this proper idea of HR activities. The tasks and responsibilities an intern has taken truly are a full time employee's responsibilities. HR department of MGI is a very busy department among all. In every moment HR personnel are busy with different types of activities and along with them the intern also works like a full time employee. In a word an intern of MGI HR almost full fills the responsibilities what an executive does. Things a intern get experience and knowledge will help in future in professional life in a positive way.

1.9 General Objective

The objective of this Internship report is to evaluate the overall requirement and selection process in MGI for its employees. There are some general objectives of this report .it's called as general statement of the study. To have a broad ideas of different activities of MGI. The main purpose of working on this report is to analyze the strategy of requirements and selection process in MGI, also to distinguish between requirements and selection. This report also focuses on MGI employees opinions about their requirement and selection process.

1.10 Specific objectives of the Study

The objectives of the study are as follows:

- To identify and explain the recruitment and selection procedures of MGI.
- To analyze the recruitment and selection procedures of MGI.
- To evaluate the recruitment and selection procedures of MGI.
- To identify problems related to the recruitment and selection procedures of MGI.
- To make recommendations to improve the recruitment and selection procedures of MGI

1.11 Methodology of Study

In order to prepare this report both types of data sources are used for analysis. Primary and secondary data have been collected for the study. Primary data have been collected through standard questionnaire and interview method. Secondary data have been collected from published documentation, internet etc.

Sources of Data

Primary sources

- Interview,
- Questionnaire,
- Discussion etc.

Secondary sources

- Articles,
- Newspaper,
- magazine,
- Internet
- Websites
- Journals etc

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Data Process and Analysis

- Collected information based on my own experience.
- Detailed analysis, working variable future projection and working definitions are incorporated in the report.

1.12 Limitations of the Study

Every study has some limitations. Those limiting hampered my workings in MGI and The limitations I found while working my internship report in MGI were as follows:

- Time shortage was a decisive fact in completing this internship report.
- All of the large organization has their confidential information to be kept apart. So MGI maintain confidentiality of their valuable data. For that it's difficult to collect exact information.
- Difficult to collect verify data.
- Insufficiently of current information.
- Up to date information not published.

CHAPTER- 2

THEORETICAL ASPECTS

2.1 Requirement

The **Recruitment** is the process of analyzing the job requirements and then finding the prospective candidates who are then encouraged and stimulated to apply for the job in the organization. In human resource management, "recruitment" is the process of finding and hiring the best and most qualified candidate for a job opening, in a timely and cost-effective manner. It can also be defined as the "process of searching for prospective employees and stimulating and encouraging them to apply for jobs in an organization". It is one whole process, with a full life cycle, that begins with identification of the needs of the company with respect to the job, and ends with the introduction of the employee to the organization.

2.2 Recruitment Process

Recruitment is a process of finding and attracting the potential resources for filling up the vacant positions in an organization. It sources the candidates with the abilities and attitude, which are required for achieving the objectives of an organization.

- Recruitment Planning
- Recruitment Strategy
- Searching the Right Candidates
- Short listing
- Evaluation and Control

The process undergoes a systematic procedure starting from sourcing the resources to arranging and conducting interviews and finally selecting the right candidates.

2.3 Types of requirements

There are a number of different type of requirement that system engineers will have to develop on a acquisition program through it life-cycle. The requirements are classified into three categories. Those are:

- Functional requirements
- Non- functional requirements
- domain requirements

Those requirements help to understand the behavior of a system, which is described by various tasks of the system.'

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Functional requirements

A functional requirement is simply a task sometimes called an action or activity that must be accomplished to provide an operational capability or satisfy an operational requirement. Functional requirements a function that a system or component must be able to perform. These requirements describe the interaction of software with its environment and specify the inputs, outputs, external interfaces, and the functions that should be included in the software.

Non- functional requirements

The non-functional requirements also known as quality requirements are related to system attributes such as reliability and response time. Non-functional requirements arise due to user requirements, budget constraints, organizational policies, and so on. These requirements are not related directly to any particular function provided by the system

Domain requirements

Requirements which are derived from the application domain of the system instead from the needs of the users are known as domain requirements. These requirements may be new functional requirements or specify a method to perform some particular computations. These requirements include any constraint that may be present in the existing functional requirements.

2.4 Sources of Recruitment

The searching of suitable candidates and informing them about the openings in the enterprise is the most important aspect of recruitment process. Mainly there are 2 types of source in requirement process. Those are giving below,

- Internal Sources
- External Sources

A) Internal Sources of Recruitment:

Best employees can be found within the organization. Internal sources include promotion, transfer and in certain cases demotion.

1. Promotions

The promotion policy is followed as a motivational technique for the employees who work hard and show good performance.

2. Retirements:

The retired employees may be given the extension in their service in case of non-availability of suitable candidates for the post.

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2. **Former employees:**

    Former employees who had performed well during their tenure may be called back, and higher wages and incentives can be paid to them.

4. Transfer:

Employees may be transferred from one department to another wherever the post becomes vacant.

5. Internal advertisement:

The existing employees may be interested in taking up the vacant jobs. As they are working in the company since long time they know about the specification and description of the vacant job.

B) External Sources of Recruitment:

1. Press advertisement:

A wide choice for selecting the appropriate candidate for the post is available through this source. It gives publicity to the vacant posts and the details about the job .

2. Campus interviews:

It is the best possible method for companies to select students from various educational institutions. It is easy and economical.

3. Walk in interviews:

These interviews are declared by companies on the specific day and time and conducted for selection.

4. E-recruitment:

Various sites such as jobs.com, naukri.com, and monster.com are the available electronic sites on which candidates upload their resume and seek the jobs.

5. Competitors:

By offering better terms and conditions of service, the human resource managers try to get the employees working in the competitor's organization.

2.5 Recruitment strategy

A requirements strategy is a description of how requirements work is to be carried out within projects, departments, and other types of assignments in your organization. Those are

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Finding candidates

There are a number of different strategies that can be taken. The first strategy is finding client. In that one has to find their target candidates.

Offer job

Offering job is the lifeblood for any recruiting process. In this strategy there have to offer job to the target candidates.

Sourcing candidates

Even though offer is the lifeblood of a recruiting process, but still can't make placements if don't have candidates. That's the reason of need an effective recruitment sourcing strategy**.**

Recruiting candidates

In this strategy recruiting candidates indicates the way one's use for getting the candidates for the offer. Ones can recruiter candidate's by advantage of job posting websites, Use social media, Try email marketing etc.

Closing placements

One such recruitment strategy is called the assumptive close. With this close, one act like the candidate is going to accept a job offer throughout the entire recruitment process.

Avoiding fall-offs

The last thing one want is to actually make the placement and then lose it because the candidate falls off. Talk about painful. However, there are things one can do to help prevent it from happening.

2.6 Selection

The **Selection** is a process of picking the right candidate with prerequisite qualifications and capabilities to fill the jobs in the organization.

The selection process can be defined as the process of selection and short listing of the right candidates with the necessary qualifications and skill set to fill the vacancies in an organization. The selection process varies from industry to industry, company to company and even amongst departments of the same company.

The selection process is quite lengthy and complex as it involves a series of steps before making the final selection.

2.7 Selection process

Most employment selection strategies follow a general schema. With a list of recruits, a company will set preliminary interviews to weed out candidates who do not meet enough basic criteria. Next, those who pass are asked to fill out an application, disclosing further information about themselves to the company. Along with reviewing applications, a company should conduct aptitude tests applicable to their needs. Final candidates are called back for a selection interview. Any unanswered questions should be settled here. After concluding final interviews, carefully examine and compare your candidates' resumes and test results. Once your reach a decision, notify the applicant and make the offer.

2.8 Steps of selection

Every organization creates a selection process because they have their own requirements. Although, the main steps remain the same. So, let's understand in brief how the selection process works.

Preliminary Interview

This is a very general and basic interview conducted so as to eliminate the candidates who are completely unfit to work in the organization. This leaves the organization with a pool of potentially fit employees to fill their vacancies.

Receiving Applications

Potential employees apply for a job by sending applications to the organization. The application gives the interviewers information about the candidates like their bio-data, work experience, hobbies and interests.

Screening Applications

Once the applications are received, they are screened by a special screening committee who choose candidates from the applications to call for an interview. Applicants may be selected on special criteria like qualifications, work experience etc.

Employment Tests

Before an organization decides a suitable job for any individual, they have to gauge their talents and skills. This is done through various employment tests like intelligence tests, aptitude tests, proficiency tests, personality tests etc.

Employment Interview

The next step in the selection process is the employee interview. Employment interviews are done to identify a candidate's skill set and ability to work in an organization in detail. An employment interview is critical for the selection of the right people for the right jobs.

Checking References

The person who gives the reference of a potential employee is also a very important source of information. The referee can provide info about the person's capabilities, experience in the previous companies and leadership and managerial skills. The information provided by the referee is meant to kept confidential with the HR department.

Medical Examination

The medical exam is also a very important step in the selection process. Medical exams help the employers know if any of the potential candidates are physically and mentally fit to perform their duties in their jobs. A good system of medical checkups ensures that the employee standards of health are higher and there are fewer cases of absenteeism, accidents and employee turnover.

Final Selection and Appointment Letter

This is the final step in the selection process. After the candidate has successfully passed all written tests, interviews and medical examination, the employee is sent or emailed an appointment letter, confirming his selection to the job. The appointment letter contains all the details of the job like working hours, salary, leave allowance etc.

2.9 Strategy of selection process

selection strategy theorizes that by matching companies needs to the candidate best suited for the job can be reduce employee turnover and increase employee productivity, saving time and money.

Knowledge, Skills and Abilities

One of the more traditional selection methods is to make choices based on knowledge, skills and abilities -- or KSAs. This selection method begins with job analysis. The human resources department analyzes each job and creates a job specification that lists all required knowledge, skills and abilities needed to perform the job.

Outsourcing

Outsourcing is a selection strategy that human resources departments might adopt for hiring executives, temporary employees. The most common strategy is to hire search firms to recruit, conduct assessments, check references, perform initial interviews and screen the large application pools..

Multistage Selection Strategies

A multistage selection strategy combines a number of assessment tools as part of the process. The human resources department is responsible for validating each assessment tool and ensuring that it is legitimately related to the requirements of the open position..

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Conjunctive Selection Strategy

The human resources department uses a conjunctive model; it administers multiple assessment tools in a series of stages. When using this strategy, assessment tools must be carefully ordered so that a candidate is not eliminated based on a less important criteria than one that is assessed later in the process. The advantage to this strategy, however, is that it is less costly than a compensatory strategy because later assessment tools are administered to fewer people.

Compensatory Selection Strategy

One way of avoiding the disadvantage of the conjunctive selection strategy is to use a compensatory selection strategy. This method administers all assessment tools to applicants at the same time -- or at least all of them are administered before a candidate is eliminated or selected.

2.10 What comes first?

The recruitment and selection process is one of the most important aspects of running new and established businesses. The right employees can take your business to new heights. The wrong ones can hurt business. The talent pool in today's global market is often very big and very competitive. Without a strategic process in place, human resource leaders might not bring the most appropriate talent into the company. This is sometimes called full life-cycle recruiting.

Recruitment planning is the first step between the recruitment and selection process, where the vacant positions are analyzed and described. It includes job specifications and its nature, experience

Selection process comes just next of requirement process. It is the second steps of whole process. Selection involves the series of steps by which the candidates are screened for choosing the most suitable persons for vacant posts.

The first step in any recruiting process is identifying the needs of the company and attracts candidates who possess specific experience levels, skills and education standards. Other side selection process justify the all candidate's and identify their new employee as per as their needs from the whole candidate's.

2.11 Advantage and Disadvantage of requirements and selection

Everything has some advantage and disadvantages like that requirement also have some advantage and disadvantages those are:

Advantage requirement and selection process

Increased chance: This increased chance provides better availability of skilled and qualified employees for the company by using the external recruitment method.

Reduce time to hire: This requirement process is also having advantage to reduce time.

Reduced Turnover and High Morale: Organization hires people with the right personality types and job skills, the end result often is more happy workers and create lower turnover.

Accurate Screenings: The selection process focuses on applicants, interviews, tests and other mechanisms used to evaluate the qualifications and traits of candidates.

Disadvantage of requirements and selection process

Long Process: Various activities such as vacancy announcement, application collection, review of application forms, selection process etc. need to be performed before the placement of the candidate.

Expensive: External recruitment is expensive in the sense that it requires an extra cost for vacancy announcement, arrangement for employment office, etc.

Competition: The existing employees think the newcomers as their competition.

Uncertain Response: The fresh candidates may not be suitable for the job due to the limited information about outsiders

2.12 Key Differences between Recruitment and Selection

The following points are substantial so far as the difference between recruitment and selection is concerned:

- ❖ Recruitment is the process of finding candidates for the vacant position and stimulating them to apply for it. The selection means picking up the best candidate from the list of applicants and offering them the job.

- ❖ Recruitment is a positive process as it attracts more and more job seekers to apply for the post. Conversely, Selection is a negative process as it rejects all the unfit candidates.

- ❖ Recruitment aims at inviting more and more candidates to apply for the vacant position. Selection aims at rejecting unsuitable candidates and appointing the right candidates at the job.

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❖ The activity of recruitment is quite simple because in this the recruiter does not have to pay more attention to scrutinizing the candidate, whereas selection is a complex activity because in this the employer wants to know every minute detail about each candidate so that he can choose the perfect match for the job which requires thorough investigation.

❖ Recruitment consumes less time as it only involves identifying the needs of the job and stimulating candidates to apply for the same. Conversely, selection involves a wide range of activities, right from short listing the candidates to appointing them.

❖ so that they can easily apply. As against this, in the process of selection, the firm makes sure that candidate passes through various stages such as form submission, written exam, interview, medical exam, etc.

❖ In recruitment, no contractual relation is created between the employer and employee. Unlike selection, where both employer and employee are bound by the contract of employment.

❖ Recruitment is an economical process while the selection is an expensive process.

CHAPTER-3

Requirement and Selection Process of MGI

3.1. Requirement and selection in MGI

The HR department of Meghna Group of industries divided into four sections. Those are –

1. Recruitment & Selection team
2. Organizational Development team
3. Compensation Team
4. HR service team

The recruitment and selection team is responsible for finding, screening, sorting and joining for an employee. This is a long process but this team has to do in a short time in an effective way.

3.2 Recruitment & Selection team activities in MGI

Meghna Group of Industries is one of the biggest industries in our country and depend on that it have a large HR department that supports others departments. HR department deals with the responsibility of managing human resource of the company. HR department handles the recruitment and selection process and analyzes employee efficiency. They select candidate through many stepped process and recruit them accordingly. They promote friendly working environment and ensures employee rights and conducts appraisal and rewards as well. They provide all the requirements activities and selection process. Meghna Group provides employees medical benefits, vacation leaves, sick leaves, maternity leaves and provident fund.

3.3 Strategy of recruiting candidates in MGI

MGI recruitment system is country's one of the best where they are looking forward to choose their upcoming employee. Meghna Group and industry do recruit their employee from inside reference and from outside candidate through online.

Company Website
In the company website of Meghna Group of industry, they generally provide the job circular for new comer to apply. Additionally they spend huge amount of money for giving ad on the renowned publisher

Online job sites
Nowadays an abundance of company would love to pick their suitable candidate by using online job sites. They post different attractive features of the job in the various website.

Internal vs. External Recruitment
Generally, any organization small or large is intensely depended on sources. Sources are considering two types internal sources or external sources. Meghna Group of industry chooses any of sources given that situation. MGI follows external sources when they are collecting fresh employee for their industry. On the other hand, they similarly use internal source when the question comes for promotion and responsibility. It's same as job rotation and job enrichment.

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3.4 Strategy of Selecting Candidates in MGI

After gathering the CVs, the HR personnel conduct quick list concerning the CVs because qualified candidates according to call them because of the interview or written exams. There are 6 steps of starting as a candidate to becoming a permanent employee. These are given bellow:

      1. Online Application;
      2. CV screening;
      3. Primary Interview;
      4. Assessment Test;
      5. Final Interview;
      6. Probationary Period

Online Application
Generally, applicants must fill up an online application which is offered in the website of MGI. Candidates are given instruction and requirement to fill up the form in the website. Meghna Group receives online application for a particular time (15 days). Meghna Group of industry publishes job circular advertisement before these 15 days get started. MGI provides job circular at least one month earlier to the start of online application period.

CV screening
After the online application the next stage is CV screening. Before writing on CV screening, it is mentionable that MGI experiences all the online applications and select just the individuals who match with their normal criteria. The nominated applicants in the step of CV screening are being invited for the primary interview. In this stage, Meghna Group of industries meets with candidate for the first time.

Assessment Test
Assessment test takes a little bit of time for every candidate and it is a lengthy process. To attain this test an applicant must stay long in assessment center of MGI. Usually, assessment test begins 8am o' clock and end to 6 o' clock .This stage given test are being formulating like Focused Group Discussion, Individual Role Play, Presentation;

Final Interview:
This step does not take too much time like assessment test. This step goes consecutively one after another. In this stage, employers try to seek the candidate's future goal. If his/ her goal match with organization goal then they gets selected and get eligible for the next step.

Probationary Period: e
After getting selected through every stage, employees are considered as Probationary member. And every employee has to pass this period. Probationary periods stay more or less six month. Given this time employee are being analyzed also their contribution is being measured to justify his or her becoming the permanent employee of MGI.

3.5Challenges of Recruitment and Selection in MGI

To reach any successful process every things have to face a challenging steps. Like that in rrecruitments and selection process also have some challenge those are given below:

Short of talented: It takes an average of 27 working to fill a new position.

Shortage of top talent: The best candidates are off the market within 10 days.

High hiring cost: The average cost per new hire increase day by day.

Poor candidate's experience: 64% candidates share negative experiences for the applying for the position and 26% will even actively discourage others from applying in MGI.

Long hiring cycle: In MGI there requirements process are very lengthy.

Impact of unfilled positions: unfold job positions make 60% of employers concerned.

Struggle to find top talented: 86% the most qualified candidates are already employed and not actively seeking a new job.

High expectation: 21% recruits are finding it difficult to deal with rising candidates demands.

Negative employer branding: 55% of job seekers abandon applications after reading negative review in online.

3.6 Analysis of the Survey

I have conducted a survey where I have included some questions to 50 random employees from different departments to disclose employee's opinion of the recruitment and selection practices of MGI Ltd. The following are the analysis and findings of the survey:

- **Gender:**

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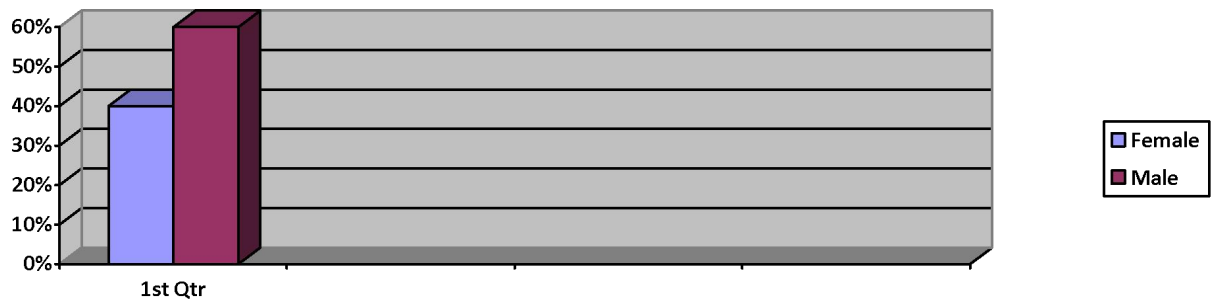
Analysis:

The chart above illustrates gender of employees I have surveyed in MGI. Among 50, 30 male employees and 20 female employees were given the survey paper to fill up. The blue part shows the percentage of female employees I have surveyed in my sample and the red portion shows the percentage of male employees I have surveyed.
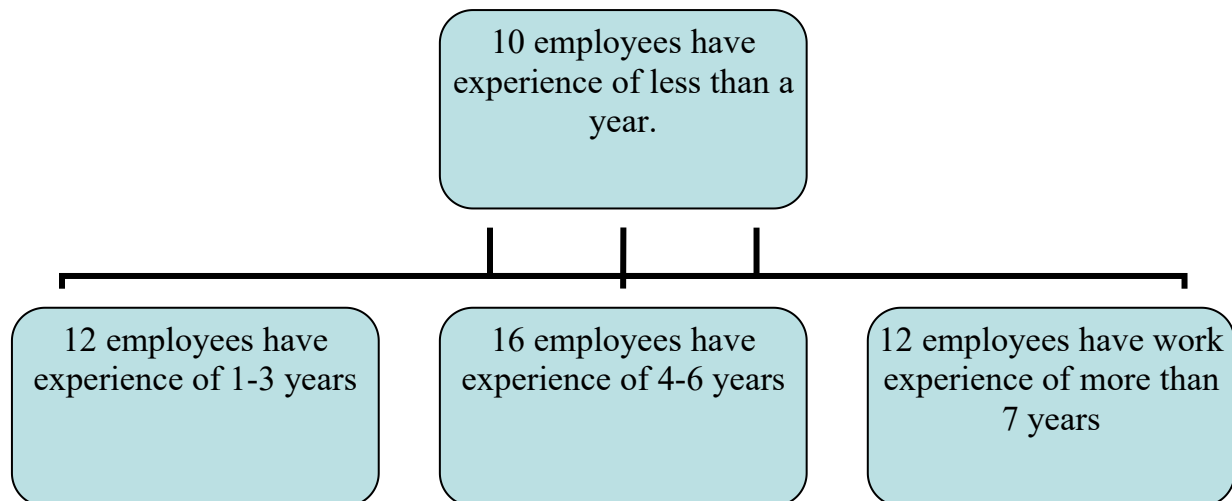
- **In which department do you work in?**
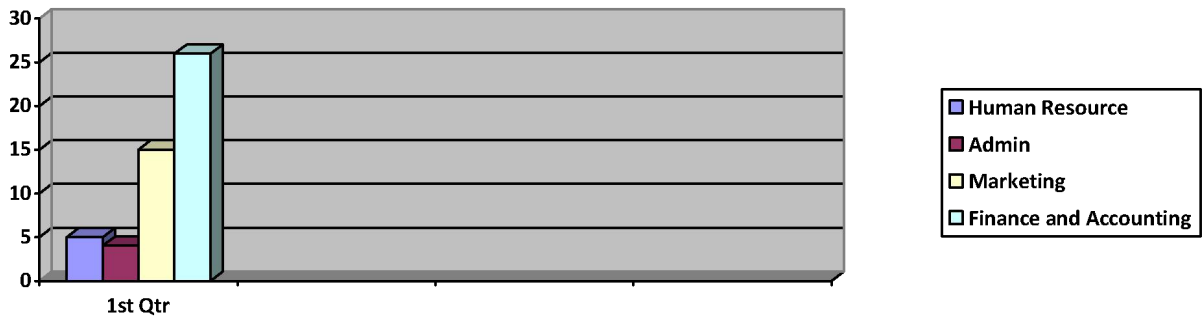
Analysis:

The chart above shows the number of employees from each department who answered to the questionnaire I provided. Among the 50, 5 employees work in Human Resource, 4 employees work in Admin, 15 employees work in Marketing and 26 employees work in Finance and Accounting department.

- **How many years have you been with MGI?**

10 employees have experience of less than a year.

12 employees have experience of 1-3 years

16 employees have experience of 4-6 years

12 employees have work experience of more than 7 years

21

Analysis:

The chart above shows the experience of employees I have surveyed in MGI. From the graph, it can be seen that among the employees, 10 employees have experience of less than a year, 12 employees have experience of 1-3 years, 16 employees have experience of 4-6 years, 8 of them have work experience of 710 years and lastly, 4 employees have work experience of more than 10 years in MGI according to my survey.

- **The recruitment and selection process in the company is fair and square?**
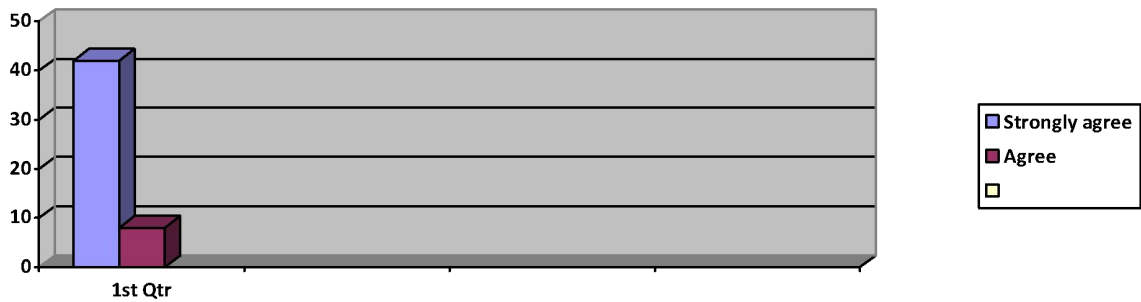
Analysis:

The chart above shows the opinion of employees I have surveyed in MGI about fairness of the recruitment process the organization follows. From the chart, it can be seen that the majority of the employees i.e. 42 of the 50 employees strongly agree that the recruitment and selection procedure in the company is fair and the rest of the employees also agreed that the recruitment and selection procedure is fair and square. None think that there is any lack or fault in the process organization follows to hire people.

- **The quality of skilled employees working in the departments is satisfactory.**

22
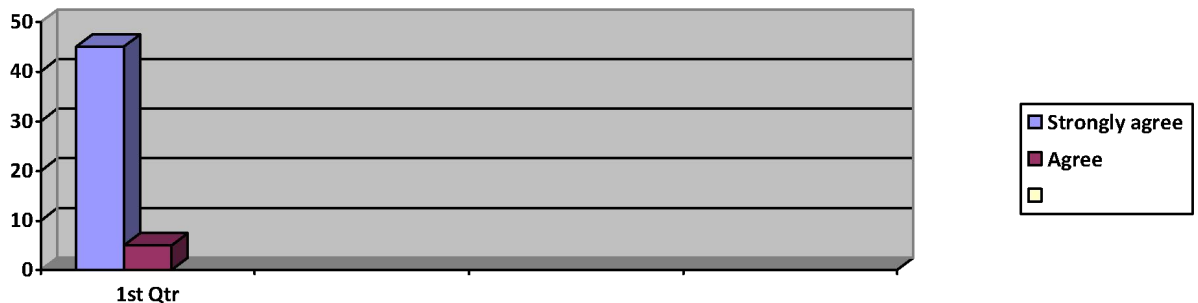
Analysis:

The chart represents the opinion of employees about if quality is maintained while above hiring new employees. 45 employees strongly agreed and the other 5 also agreed that quality of employees working in MGI is up to the mark.

- **Skills of the employee's matter more than appearance.**
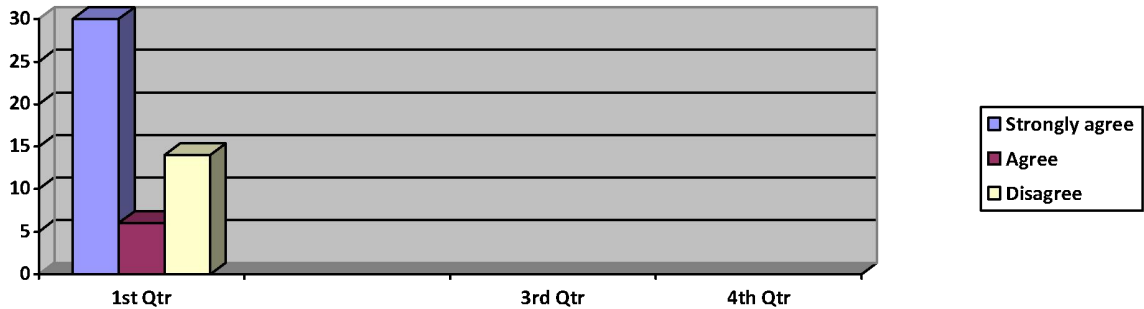
Analysis:

The chart above represents how many of the employees think that skills matter more than appearance and how many do not. 30 of the employees strongly agreed and 6 employees agreed that skills matter more than appearance. But 14 of the employees disagreed. I would like to add that all of them who disagreed work in marketing department.

- **You are highly motivated in executing your work.**

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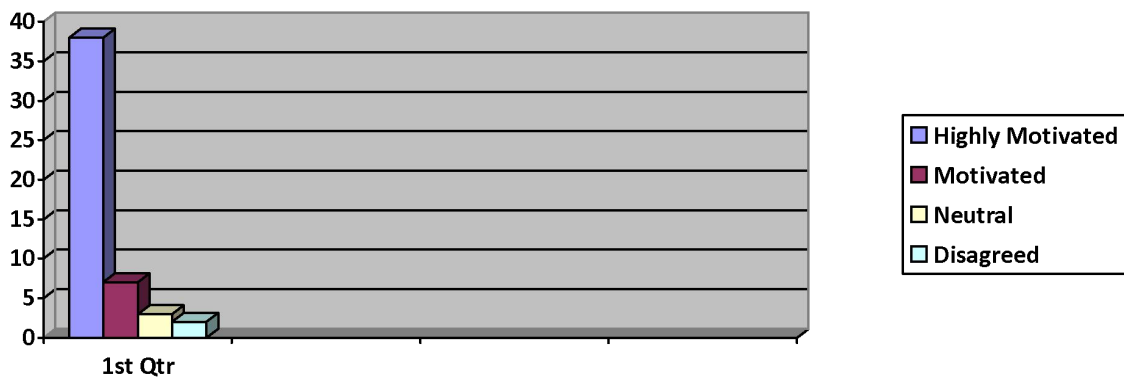
Analysis:

The chart above represents how many of the employees are motivated in executing their work in MGI. From above it can be seen that majority of the employees (38) strongly agreed that they feel highly motivated. 7 also agreed, 3 were neutral and minority of the surveyed employees, 2 to be exact, disagreed. Comparing with other organizations, source of motivation like performance appraisal or employee benefit programs are a bit low gazed. This is due to the old and strictly maintained format MGI maintains.

- **You are satisfied with the employees who are working in their department.**
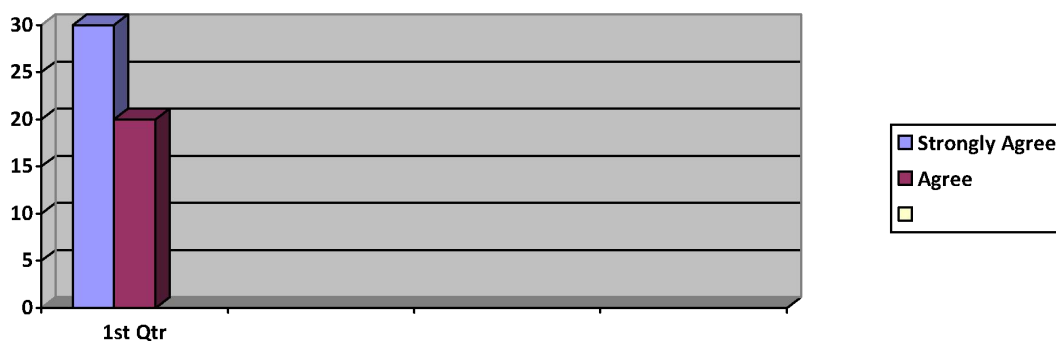
Analysis:

The chart above represents if employees I surveyed are satisfied with the employees in their department. 30 employees strongly agreed and other 20 also agreed that they are happy with the employees working in their department. This shows how well the recruitment and selection process of MGI is.

3.7 Requirement and selection process in MGI

MGI is one of the most repeated industries in our country. Being a repudiated industry they should follow a slandered of requirement process and selection process also. During my internship prioed I fell they follow some standard of both process and most of their activities depended on that standard. There activities have two types those are Internal and External .Briefly explain in bellow

- The promotion policy is followed as a motivational technique for the employees who work hard and show good performance.

- The retired employees may be given the extension in their service in case of non-availability of suitable candidates for the post.
- Former employees who had performed well during their tenure may be called back, and higher wages and incentives can be paid to them.
- Employees may be transferred from one department to another wherever the post becomes vacant.
- The existing employees may be interested in taking up the vacant jobs. As they are working in the company since long time, they know about the specification and description of the vacant job.
- A wide choice for selecting the appropriate candidate for the post is available through this source. It gives publicity to the vacant posts and the details about the job .
- It is the best possible method for companies to select students from various educational institutions. It is easy and economical.
- A databank of candidates is sent to organizations for their selection purpose and agencies get commission in return.
- People register themselves with government employment exchanges with their personal details. According to the needs and request of the organization, the candidates are sent for interviews.
- These interviews are declared by companies on the specific day and time and conducted for selection.
- Various sites such as jobs.com, naukri.com, and monster.com are the available electronic sites on which candidates upload their resume and seek the jobs.
- By offering better terms and conditions of service, the human resource managers try to get the employees working in the competitor's organization.

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CHAPTER -4

FINDINGS AND RECOMMENDATIONS

4.1 Findings of the study

According to the analysis we got to know that among the independent variables. There are some findings:

- Their recruitment and selection process is very lengthy.

- During in Internship program I identify there was lake of multi-tasked member in HR team.

- In MGI there are no Separate HR teams for the factory complex.

- MGI HR department give more and more priorities to experience candidates for that fresher and young candidates gets less opportunities to work in MGI.

- MGI is one of the biggest industries for that sometimes there create mass recruitment and selection process.

The objective of this report was to describe the recruitment and selection process of Meghna Group of Industries and find out the problems.

4.2 Recommendations

Recommendation means to give suggestions about the Meghna Group of Industries. On the basis of the finding and analysis of the study, my recommendations are given below:

- Their recruitment and selection process is very lengthy and time consuming with so many steps, though it's effective, it might be more efficient if they come up with less steps of recruiting candidates.

- In MGI there are different employees for different task and this system create cost, for that HR department of MGI needs more multi-tasker in the team.

- Since, MGI is biggest industries it have more and more manpower, for properly maintain those man power this industry need Separate HR team for the factory complex.

- As a biggest industry they need expert man power but they also need new ideas and new generation for that they should create more opportunities for young candidates.

- During the mass recruitment and selection process proper planning should be formulated before and should keep backup plan for sudden recruitment.

4.3 Conclusion

My internship at Meghna Group of Industries has been very motivating for me. I got to know the HR department of an organization operates and the knowledge that I was provided in my MBA course works assisted me to compare theoretical knowledge with practical functions.

During my internship, I have completed a survey to find out the Employees' opinion of the Training and Development Process of Meghna Group of Industries. This survey helped me to know the opinion of the employees working. From breakdown of survey and my acute observation in the workplace, the employees were efficient and skillful in their work.

To conclude, I would like to mention that recruitment and selection process Meghna Group of Industries is at a satisfactory level now, it needs some minor improvements to uphold the employees' perceptions about it and also motivate their employees and achieve optimum overall success for the company.

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Thank You

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