



Daffodil
International
University

Internship Report
On
Recruitment & Selection Process
-A study of Debonair Group

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Date of Submission: 30th December

Letter of Transmittal

Gouranga Chandra Debnath
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Dhaka

Subject: Submission of Internship Report.

Sir,

I have the pleasure to inform you that, I have accomplished my internship report on **debonair group**. I have done my internship in Debonair Group. I worked in the HR department and decided to do a research on “Analysis of Employee recruitment and selection process: A study on Debonair Limited”.

I would like to thank you for your support and guidance during my Internship and help to preparing the report. I hope that you would be kind enough to see inconveniences or mistakes that may have appeared beyond my knowledge. I expect that you will forgive me considering that I am still learner and in the process of learning.

Thanking for your time and reviews.

Sincerely Yours,



Tasnim Hossain Akash
ID: 153-11-972
Batch: 42
Major: Human Resource Management
Program: BBA
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Student's Declaration

I am Tasnim Hossain Akash, ID No: 153-11-972 declaring that the presented internship report on Recruitment and selection process of debonair group. Submitted as a course requirement for the bachelor degree of business administration of Daffodil International University was prepared by me under the supervision of **Gouranga Chandra Debnath** (Associate Professor and Head, Department of Business Administration, Daffodil International University). I have put my meticulous effort to make this report and I have kept my consciousness to make my report in that way which is not already used by another one. If any mistake is arising, please consider it whole heartedly and I will ready to pay off any mistake of mine in this report.



Tasnim Hossain Akash

ID No: 153-11-972

Major: Human Resource Management

Bachelor of Business Administration

Batch: 42

Daffodil International University

Supervisor Certification

This is to endorse that this report titled with “Recruitment and selection process of debonair group” submitted to Daffodil International University in association with the institution’s internship program is an authentic record of work done by “Tasnim Hossain Akash” ID: 153-11-972 under the supervision at the “debonair group. HR Department. Gorat, Sarkar market road , Ashulia.”



Supervisor

Gouranga Chandra Debnath

Associate Professor and Head

Department of Business Administration

Faculty of Business & Entrepreneurship

Daffodil International University

Acknowledgement

I Express my deep gratitude to the Almighty Allah who created and nurture of in this transitory world. I also express my gratitude for giving me the opportunity to complete the report and BBA program.

First of all, I would like to thank my supervisor **Gouranga Chandra Debnath** (Associate Professor and Head) for guiding me and for his supervision. My heartiest respect to him for offering me important guidelines to fulfill the whole report successfully. Without his help this report would not have been accomplished.

I am especially grateful to **Mahfuza Akter**, Senior Executive of Debonair group and a number of officers of Debonair group for considering it worthwhile to permit me.

I also thank my all teacher, Classmate and Colleagues who helped me by providing informative instructions and information to prepare this report. I was closely attached with them in this internship period. Without them this internship would have been very difficult to complete.

I thank my parents, and some of my friends who kept on this long process with me, always offering support.

And finally, I also thank them who are helping me and my sincere gratitude to all those who are participated to prepare the report.

Executive Summary

As part of my BBA program, I have completed my three months internship program from a well-known industry named “debonair group”. During my internship period in “debonair group”, I have gained valuable knowledge and experience in the field of Human Resource.

Competing with other organizations, an organization needs to use its human resources in an efficient & effective way. There is no way to sustain in the completion without the proper utilization of human resources. In the era of globalization, it is too much difficult for an organization to sustain in the competitive market competing with others. To get the high productivity or high performance from each employee an organization must do better human resources management practices.

So, based on my learning and experience from the organization I have completed my internship report on recruitment and selection process of “debonair group”. In this paper I have tried to analysis of recruitment and selection process of debonair group to fulfill that I have done internship program.

In this report the problems, scope, limitations and various analyses are also done. In this report I have also tried to analysis the benefits of these services as well as my learning from the organization. In recommendations how the industry can improve and also give some suggestions. From my personal view the learning aspect was fruitful and the experience there will help me in the future.

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Chapter: One

Introduction

1.1 Introduction to the Report

It is a mandatory requirement for the students of BBA program of Daffodil International University to undertake the Internship program in an organization. I have done my internship in Debonair Group. I worked in the HR department and decided to do a research on “Analysis of Employee recruitment and selection process: A study on Debonair Limited”.

I have started my internship program on 16th November 2019. I had some specific job duties and responsibilities at Debonair Limited. It is considered as an interface between academic knowledge and practical work because without the practical experience, the theory can never be fruitful. The goal of the internship is understood of the real-life job environment. It is a big opportunity to compare theoretical knowledge in a real-life situation. I tried my best to perform those job duties and responsibility perfectly I achieved some practical experiences while working as an intern at Debonair Ltd.

1.2 Research Aims

The aim of this report is to get the experience, recognize and identify the theories and concept discussed in the BBA program that learned so far and applied in the aspect of Recruitment and Selection process of Debonair Group.

1.3 Research Objectives

There are two types of objectives in the research. They are Broad Objective and Specific objectives.

1.3.1 Broad Objective:

The broad objective is to know the employee recruitment and selection process of debonair limited as well as to know about the RMG sector in Bangladesh.

1.3.2 Specific Objectives:

- To identify the process of recruitment and selection of Debonair Group.
- To analyze different steps of recruitment and selection process of Debonair Group.
- To evaluate the different steps of recruitment and selection process of Debonair Group.
- To find out problems in correct recruitment and selection process of Debonair Group
- Recommendations for the problem of recruitment and selection process of Debonair Group

1.4 Scopes and Limitations of the Report

1.4.1 The Scope of the report

For the completion of BBA (Bachelor of business administration) program, Practicum is a mandatory requirement for the student of Daffodil international university. After 3 months of internship in an organization, all students are required to submit an internship report relevant to his/her major. Hence I have submitted an internship report which is relevant to my major i.e. "Human Resource Management" and prepare the report titled as "Analysis of Employee Recruitment and Selection Process: A study on Debonair Limited"

During my internship, I was placed in the HR department of Debonair Group. I got the opportunity to work in different functions of Human Resource Management especially Recruitment and Selection, Compensation, Training, and Development. I had mainly focused on how they selected the best candidate for their employment and their challenges that are related to their employee recruitment.

The scope of the study was not only limited within the HR department but also I had visited many departments such as IT, Accounts, Merchandizing, Store, Audit department

1.4.2 Limitations of the Report:

During my internship to collect data and prepare the report I faced some constraints. Some of the major Constraints are:

- **Short period of time:** Within three months it was difficult to collect all the necessary information for the report.
- **Lack of records:** Insufficient books, data, publications, Facts, and figures narrowed the scope of accurate analyses.
- **Confidentiality:** Debonair Group doesn't publish an annual report that's why it was a little bit difficult to collect all the required data for the report.
- **Lack of knowledge:** I don't have any previous experience regarding research activity as I am doing this type of research first time that's why I faced some problems.
- **Personal Limitation:** As some assumption was made with the help of limited information, there may be some personal mistake in the report.

1.5 Ethical Considerations

Ethical consideration is one of the most significant parts of the research report. Let me assure that –

- Permission has been taken from the higher authority for collecting important data from my report purpose only.
- All the information which has been collected and used to prepare the report will be kept confidential.
- This report has been prepared only for the study purpose.
- The Collected information from the organization will not be used anywhere else other than this research work.

Chapter: Two

About the Organization

2.1 Background of the Organization

Debonair group is a privately owned garments manufacturing and agro-business plat from. Debonair has started manufacturing journey in 2010 with a tremendous prospect and possibilities of potential business growth in the garments manufacturing sector in Bangladesh. The final goal of the Debonair Group is contribute to the national economic growth by creating jobs. It consists of Six (6) operating entities worth \$60.0 million, of which Four (4) businesses are export-oriented and profit making organizations and the other Two (2) operate as non-profit making organizations. In year 2016, Debonair enjoys as high as 25% growth rate in term of expansion of the business, and this has resulted in its year –end export turnover of 85 Million USD.

Superior quality product and on-time delivery performance has made the group able to attract and gain trust of numerous prestigious buyers from across Europe and North America, potential among those are H&M, Benetton, C&A, best seller, Columbia, Vf Asia, LPP, Wal-Mart, Woodbridge BD, DEBENHAMS, Tom Tailor, Varner, Jack & Jones LCWAIKIKI, K-Mart Australia, Best Seller. Debonair is strategically focused to invest in green technologies to reduce production costs and take measures to induce environment-friendly production system. Recent Debonair has completed first phase of at its expansion works which entails \$10.0million BMRE (Balancing, Modernization, Rehabilitation, and Expansion) of Ashulia Garments manufacturing facility. Implementation of second phase \$5.0 million BMRE is well under now. In an attempt to create a high end and energy efficient jacket production plant, and in order to streamline supply of key materials for specialized jacket production. Debonair has planned to invest \$ 10.0 million in padding and quilting production facilities, and the implementation of padding and quilting project is also underway.


2.2 Mission and Vision

Vision:

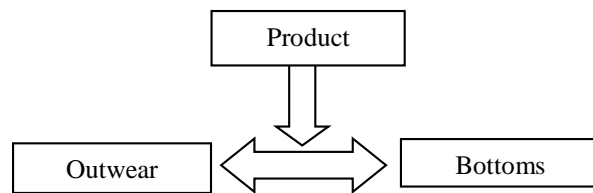
- ❖ To set up vertical link that is Backward Linkage for one stop service to customer.
- ❖ To set up eco-friendly manufacturing plants.
- ❖ To create and foster strategic partnership with their customer.

Mission: To go green and enhance productivity through continuous improvement and accepting innovation.

2.3 Corporate information of Debonair Group

Company Name	Debonair & Orbitex Knitwear Ltd
Location	Gorat, Sarker market road, Ashulia, Dhaka-1341, Bangladesh
Managing Director	Mohammed Ayub Khan, FCA
Year of Establishment	June,1991
Date of incorporation	May, 2010
Industry	RMG
Type of Business	100% export oriented outwear Manufacturer garments
Manpower	6,500
No. of Machines	3490 sets
Production Capacity(Based on 55 SMV)	700000 pcs Per Month
Production Ratio	50% Men's 30% Ladies 20% Baby/Girls
Product Mix	All kinds of baby items Men's & Ladies Heavy & medium wear.
Type of Business operation	Specialized outwear, Bottom manufacturing, Padding manufacturing.
Logo	 The logo of Debonair Group, featuring the letters 'dg' in a stylized blue font inside a yellow circle, with the text 'Debonair Group' written below it.
Certification & Membership	All factory of Debonair are certified by Accord, WRAP, BSCI, SEDEX, Oeko-Tex 100,CTPAT,MCS-Building Safety

2.4 Product of Debonair Group



2.4.1 Outwear



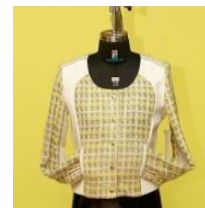
SUMMER JACKET



WOOL JACKET



WINDBREAKER



LADIES



VEST



BONDED &
Q



FAKE



PADDE



PARKA



UNLINED



SKI

Picture 2.4.1:

2.4.2 Bottoms



CHINOS



IOGG



CHINOS



DRES



CARGO SHORT PANT



SWIM

Picture 2.4.2:

2.5 Competitors of Debonair Group

Debonair group has been enjoying tremendous growth for the last couple of years. They have doubled jacket production capacity to 0.5 million Pcs/month by successful implementation of BMRE of their mother project. Debonair is always keen to invest in research and development and capitalize opportunities ahead of its competitors. Some of the competitors are:

- Yagi Fashion
- Reza Fashion
- Starling Style
- Hameem Group
- Snowtex
- Al-Muslim

2.6 Major Customers (Buyers)



2.7 Sister concern of Debonair Group

- Debonair Limited
- Orbitex knitwear Limited
- Samin Winter Mate Limited
- Shine Embroidery Limited
- Debonair Padding and Quilting Solution Limited
- Apparel Link BD Limited

Chapter: Three

Theoretical Aspects

3.1 Analysis of Recruitment and Selection of Debonair Group

Selection: Is the process through which potential individuals are selected for an organization, it includes the activities as job advertisement, CV collection, analyzing, screening, interviewing etc.

Recruitment: It's the process by which right people are put to the right place. It's the next step after selection, when the candidates are shortlisted and one of them gets the chance for the job then they have to sign a contract / agreement with the company and join it then it's called recruitment.

Considering their recruitment of the posts and its activity the HR people of the company usually try to find out and attract those candidates who are capable of and justified for the post based on job analysis, job description, and job specification.

3.2 Recruitment policy of Debonair Group

To achieve the organizational goal effectively Debonair Group Top Management has developed a "Recruitment Policy". According to the Recruitment Policy, there have some guidelines. The guidelines of the policy are as follows:

Ensure the best people in the right place.

Combination of skills and resources is absolute necessity.

Policy is based on EEO (Equal Employment opportunity).

No discrimination against the applicant on the basis of sex, color, region, race, age, national origin or any other factor

Company's policy is always trustworthy to the Local law.

No one who is below 18 years of age can be hired as an employee for Debonair Group on regular, contract or temporary status.

the person who is serving in any other Organization whether temporary or permanent under any circumstances in any capacity is never recruited.

Human Resource Department determines a suitable qualification for any post.

Absolute confidentiality in the HR Recruitment Policy must maintain.

3.3 The Proper Sequence of Recruitment and Selection at Debonair Group which is given below:

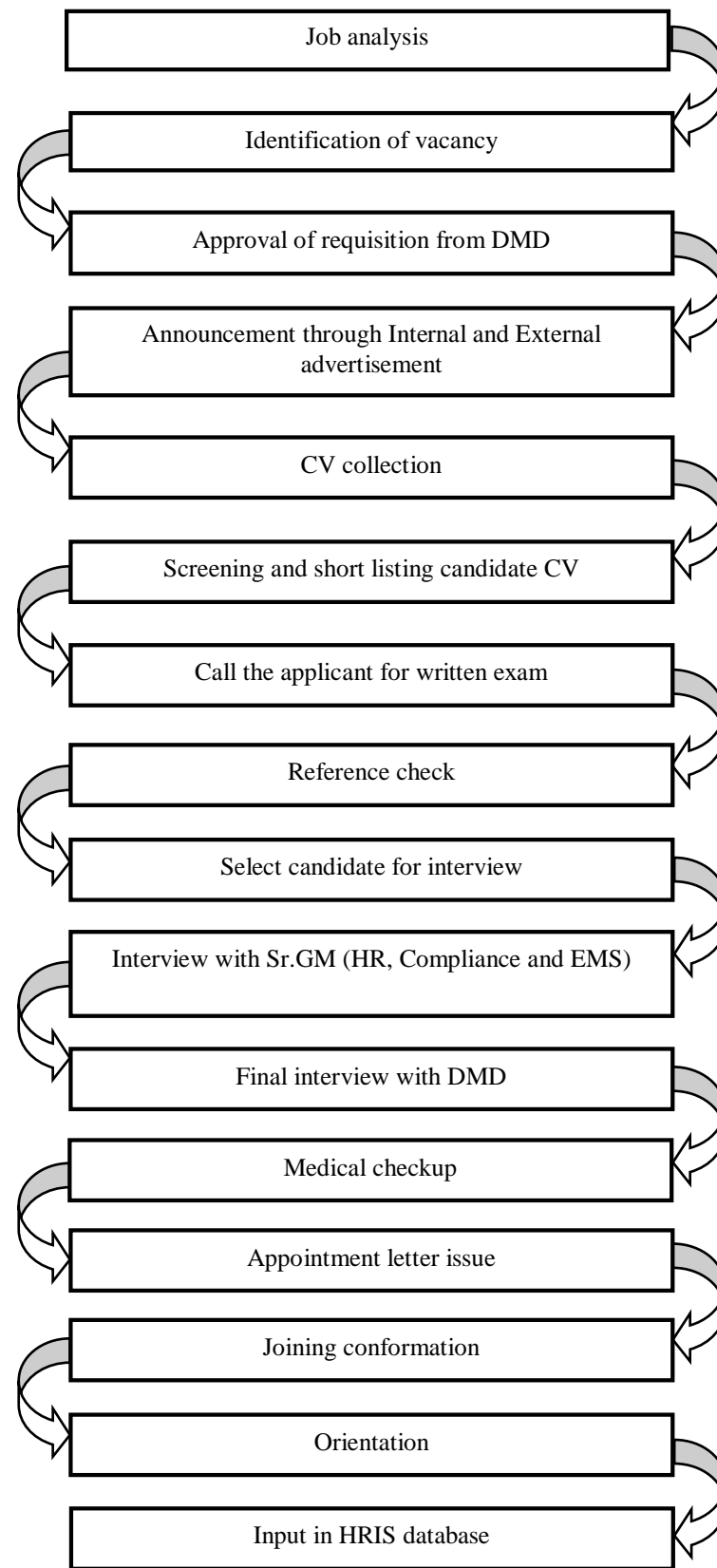


Figure 3.1: Recruitment and Selection Steps

Step 1: Job analysis

Job analysis is the process to identify the best person for the job. Job analysis provides information to organizations which help to determine which employees are the best fit for a specific job. Debonair Ltd identified job specification and description for the job to hire the best candidate.

Step 2: Identification of Vacancy

The second stage of selection should be to identify if there is a genuine vacancy. Before recruiting a new or additional employee, or replacement employee, an analysis should take place to ensure that the vacancy is genuine, debonair Ltd always identify vacancy when an employee leaves the company or new position arise

Step 3: Approval of requisition from DMD

The process of recruitment starts with a requisition raised by the respective department head informing the vacancy of the post. When the HR department receives the requisition then they send the requisition to DMD sir if sir gives permission then the HR department starts taking action to post advertisements to the relevant source. Based on the requirement of the vacant position HR takes the decision about the source. To recruit for various positions debonair Ltd uses the following sources.

Step 4: Announcement through Internal and External Advertisement

I. Internal Sources:

There could be a person competent for the required job working within the organization. If there is the existing manpower is then shuffled to place the selected person in the new post. If there is no such person inside the company, then the management goes for the second step.

II. External Sources:

- a) **Bdjobs.com:** Most of their job advertisements go to this online job portal. To ignite the process HR collects the required job responsibilities and qualifications from the respective department after that they prepare the Advertisement as a .jpg image. When the advertisement is ready the Sr. GM-HR of Debonair Ltd approves it and been sent to the bdjobs.com to get published.

- b) **Website:** Debonair ltd. Also, use their own website for posting a job vacancy, any candidate can send their CV through their website when there is available job vacancy for the post.

Step 5: CV collection:

After successfully job announcement and advertisement they receive the entire candidate CV and print all the soft copy for further process.

Step 6: Screening and Short listing Application/CVs

The responses candidate to the advertisements are sorted and screened. The CVs, as well as the Covering letters, are judged. Educational institutions like IBA, BUET, and BGME are given the highest weight among the local ones and the foreign universities of UK, Australia, etc. are put at par with the best of the country. However, the HR officials also study the CVs to check whether any valuable deciding parameter is missed that is mentioned in the CVs. Then the candidates selected in the shortlist are called for the written test.

Step 7: Call the applicant for written test and Viva

The written test is a regular part of the normal recruitment process. After the candidates are shortlisted they call the selected candidate over the phone to walk in interview. Debonair ltd has many sets of the question for various departments. Every department has separated question pattern for the candidate. No chance to leak the question. After the written test takes place they called the final selected candidate who passed in the interview with good marks and called for viva.

Step 8: Reference check

Reference checks allow obtaining information regarding the person's character, quality of the work and suitability for the position. It is an opportunity to validate the information received from the candidate via their resume and the interview. Speaking to the candidate's manager or other people whom they have worked with should also check internal candidates. Whether candidate background good or not are check by their references they provide in their resume.

Step 9: Select candidate for Interview

After getting the entire information HR department selects the final candidate for Viva-voce. If all the details about the candidate are okay then they select the candidate for Viva-voce.

Step 10: Interview with Sr.GM (HR, Compliance, and EMS)

Final selected candidates get a chance to take part in the viva-voce with Sr.GM.

Step 11: Final Interview with DMD

Selected final candidate by the HR department gets chance to meet with DMD because without DMD sir approval no candidate can be selected for the recruitment.

Step 12: Medical checkup

The final selected person has to go through full medical checkup that guarantees her/his physical fitness to perform the job successfully. Debonair ltd has their own medical and they check their new candidate in their medical whether the candidate physical fitness ok or not.

Step 13: Appointment letter issue

After final approval of the selected candidate, the Human Resource department offers to join letter and appointment letter to the candidate to start working with the company.

Step 14: Candidate joining

If the candidate has no problem with the stated terms and conditions of the job, s/he confirmed his joining in the company by confirmation letter. S/he has to submit a CV and his entire academic & professional certificate along with the previous company job certificate.

Step 15: Orientation

After joining the company, new employees were given orientation. By which new employees can know about the company, his work activity, terms of employment and related information about the company policy, rules and regulation.

Chapter: Four

Data Collection & analysis

4.1 Problem Statement

To analyze the challenges of recruitment and selection process while hiring a qualified candidate influenced by top management of Debonair Group.

4.2 Background of the Problem

During my internship period I was assigned by the HR manager to work under the Recruitment team after that I have discussed with my organizational supervisor then I got interested to know in details about the recruitment and selection process of Debonair Limited. During my short period, I have observed that they need approval from high authority in every step that's why employee recruitment become a lengthy process and time-consuming. Some of the employee references come from the top level and HR department are bound to select them in that case they are dominated by the top level. Most of the time they are recruiting employee with the help of an existing employee because they think existing employee provide them, right candidate. But in this case organization productivity decreases because there is no fear of losing a job.

So, that's why I have done my research on **“Analysis of Employee Recruitment and Selection Process: A study on Debonair Limited”**

4.3 Budget information

Total expenditure to prepare this project as follows:

Particular's	Amount (TK)
Transportation	9,500
Printing, Photocopy	700
Phone and Internet Bill	300
Other Expense	200
Total	10,700 /-

Table 4.3 Internship Budget Information

4.4 Data Description:

I have collected both primary & secondary data for my research purpose. I have collected the primary data by survey on employees of Debonair group Ltd. I have also collect secondary data from different types of journals, articles and internet.

4.4.1 Research Design:

Interview and personal observation methods are used to conduct the survey. But only the qualitative data used to prepare this report.

4.4.2 Sampling Technique:

Almost 400 employees in this surveyed of the organization, nearly 10 people are selected as the sample size.

4.5: Sources of Data

There are two sources of data collection:

1. Primary data
2. Secondary data

4.5.1: Primary Data:

Primary data have collected based on my own experience, which gathered during the internship period. Personal observation, interview with officers or its also called face-to-face interview, an organization's executive & Manager were the key' source of primary sources of data. This data also collected by informal conversation between the employees & consultation with experts of the respective research fields.

4.5.2: Secondary Data:

Source of secondary data include:

- Office files
- Journals, books & some other relevant sources
- Different types of relevant websites.

4.6 Way of Data Collection:

The primary data was collected by informal interviews, personal observation, and finally face-to-face interview. And by observation the situations, the secondary data is present this report.

4.7 Questionnaire Survey:

In the questionnaire survey, the interviewer asks some questions to the interviewee. Through this survey the interviewer can judge about the interviewee's knowledge that how much information that candidate's about any particular objectives. I discussed with supervisor & manager & other employees about the recruitment & selection process of Debonair group Ltd. I worked on a questionnaire survey about recruitment sources and selection process in Debonair group Ltd. I developed 10 questions about recruitment and selection process about 30 employees. Which are given in the Appendix?

4.7.1 Data Processing Methods:

I have used Microsoft excel 2010 for processing the data I collect from primary & secondary sources. Then I found mean, percentages & other necessary function about the collected data of 30 employees. I used Pie charts & related tables in my report to process the data properly. It helps me to make accurate result to show.

4.8 Identify the recruiting sources of Debonair group Ltd:

There are many sources of recruitment process. Debonair group follows the sources what are given bellow-

Advertisement: Advertisement is the way by which recruiters reach wide area. Advertisement must contain appropriate information, such as working condition, job description, location of job, compensation etc.

Announcement: For the internal source of supply, by notice board and personal memos on the other hand for the external source of supply, by mass media the HR dept. announce the vacancy announcement, And this vacancy announcement also includes internet, print media, recruitment budget, electronic media, electronic media, organizational culture and urgency of recruitment etc..

In-House Recruiting: Sometimes the best-performed employees become the great sources for the recruitment process. There are some employment services agencies, so they are try to regulate as a "great place to work" that they try to find out quality applications.

Internship: Actually, interns are the organization's internal sources. In the selection process the interns are invited sometimes because of their well performed job.

Notice Board: For recruitment sometimes the organization hanging notice boards for a specific position like driver, security guard technician or any other lower level post.

4.9 The selection process of Debonair group Ltd:

The selection processes in which Debonair group go through are discussed below -

Cognitive Aptitude Tests: It determines an individual s ability to learn, as well as to perform the job. After learning something new how fast any candidate can apply in any particular work. It will measure a candidate's ability to learn and ability to perform the task.

Psychomotor Ability Tests: This type of test is used to assess coordination and strength of a candidate. It will test a candidate's physical abilities.

Job Knowledge Tests: Well, this test is designed to assess a candidate's knowledge about how much information he or she knows about his/her required position. This test is needed for any kinds of job.

Work-Sample Tests: In this test, a candidate operates a task or a set of tasks that are representative of the job.

Vocational Interest Tests: Actually, a Vocational test is identifying the profession in which a candidate is most interested and how effectively & efficiently they do that activity.

Honesty Tests: Through this test, one can identify about a specific candidate's behavior, ethics, and morality.

Personality Tests: By this test, the interviewer can easily know about a particular candidate's strength, skills, abilities, and knowledge.

Internet Tests: And the last of all, by an internet test, one can know about how much a candidate has knowledge about updated information, online activities and sources, websites, modern technology etc.

4.10 Why CV's are rejected in selection process:

First impression: First impression is very important to draw or capture the first attention of the readers but sometimes we fail to create a good impression. The first 20-30 seconds of an interview is very important.

Poor visual layout: We should use plenty of white space in our CV and appropriate headings and section breaks but we fail to ensure proper layout.

Length of a CV: Interviewers do not want to know your whole life history. They just want to know your actual purpose that match with the profession. But sometimes our CV's are corpus, so that interviewers do not find or put their attention to the actual message.

Too much information: Do not make your CV boring by giving too much information that is unnecessary and difficult to read. Sometimes information is vague.

Too little information: Sometimes we fail to present solid information by adequate wording. So, we need to use required information where necessary.

Incorrect reference: Sometimes candidates refer the big fishes but in reality they do not actually know them. So, when interviewers call about getting judgment to those big fishes, they completely rejected. So, ensure e-mail, address, and reference and telephone number.

Chapter: Five

Internship Experience

5.1 Responsibility as an Intern

According to the requirement of course fulfillment, I have selected Debonair Group HRM department and joined on the date of November 16, 2019. I have worked in the HR department under the supervision of Mahfuza Akter (Sr. Executive recruitment). I found myself as a regular employee and that's why I have to work from 8.00 am to 7.00 pm. My supervisor was very much supportive and helpful, have learned lots of things from her which will be helpful for my future career. I was not only bound in HR activity but also I have worked with compliance. I have performed the following work during my internship work.

5.1.1 Direct Learning

- **Preparing employee personal file:** Every month, Debonair Group hires new employees according to the organization needs and to keep their records such as name, father name, mother name, previous experience, reference, personal declaration, education qualification, address needs to prepare workers personal file. I prepare employees personal file as per my supervisor instructions.



- **Scan and prepare ID card for employee:** I have to scan new recruit employee photo from their personal file input them in software for preparing ID card for the new employee.

- **Preparing absenteeism list:** Although Debonair Group use both (Finger punch and card punch) system to take employees attendance some time it does not work properly that's why it is needed to take the attendance and post in absence sheet so that in case of emergency this can be checked and it also sends to timekeeper to enter into the HRMS (Human Resource Management Software).
- **Leave record maintaining:** The employee and worker those need to leave I had provided the application form to the worker and employees to fill up and signed by our HR manager and then I send the form to the timekeeper to enter into the software. After that, I put it on to the employee's personnel file for further inquiries.

ডেবনেয়ার লিঃ/অরবিটেক্স নীটওয়্যার লিঃ
সোরাট, নারায়ণ বাবুগঞ্জ পোস্ট, খালিয়ান, ঢাকা।

দায়িত্ব গ্রহণ কর্তব্যঃ

পদবীঃ স্যাম্পল ডিজাইনার

ডেবনেয়ার লিঃ/অরবিটেক্স নীটওয়্যার লিঃ
Debonair/Orbitex Knitwear Ltd.
সোরাট, নারায়ণ বাবুগঞ্জ পোস্ট, খালিয়ান, ঢাকা।
ছুটির আবেদন পত্র (Leave Application Form)

তারিখঃ ২৬/০৪/১৭

আমিঃ এম. এ. মাসুদ আলী আই.ডি. কার্ড নং (Id No.) ১০২১৩ পদবী (Desig) প্রিন্সিপ্যাল

ডিপার্টমেন্ট (Dept)ঃ সার্ভিসেস সেকশন (Section)ঃ এডিটরিয়াল

সাব-সেকশন/লাইন (Sub Sec /Line)ঃ ২৬-০৪-২০১৭ ইং তারিখ হইতে ২৭-০৪-২০১৭ ইং

তারিখ পর্যন্ত (To)ঃ ০২ দিন ইমেজিক/অসুস্থতা/অজিত/বিন্যাসকর্মের ছুটির জন্য আবেদন করিতেছি।

ছুটির আবেদনের কারণ (Reason of Leave)ঃ অসুস্থতা/অজিত/বিন্যাসকর্মের

ছুটির অবসরকালীন ঠিকানা (Address during leave period)ঃ সার্ভিসেস

ছুটির স্ট্যাটাস (Leave Status) (Filled by office) :

ছুটির প্রকার (Type of Leave)	প্রাপ্ত ছুটি (Entitlement of Leave)	জোগানকৃত ছুটি (Availed Leave)	অবশিষ্ট ছুটি (Balance Leave)
সেমিক (CL)	10	10	
অসুস্থতা (SL)	14		14
দায়িত্ব (AL)			

ছুটি অগ্রহণ করা হইল (Leave Granted)	C/L	S/L	A/L	LWP	দিন (Day%)
ছুটি অগ্রহণ করা হইল না (Leave Not Granted)	02				দিন (Day%)

ছাড়াইতে যোগদানের তারিখ (Date of Joining) ২০-১০-২০১৬

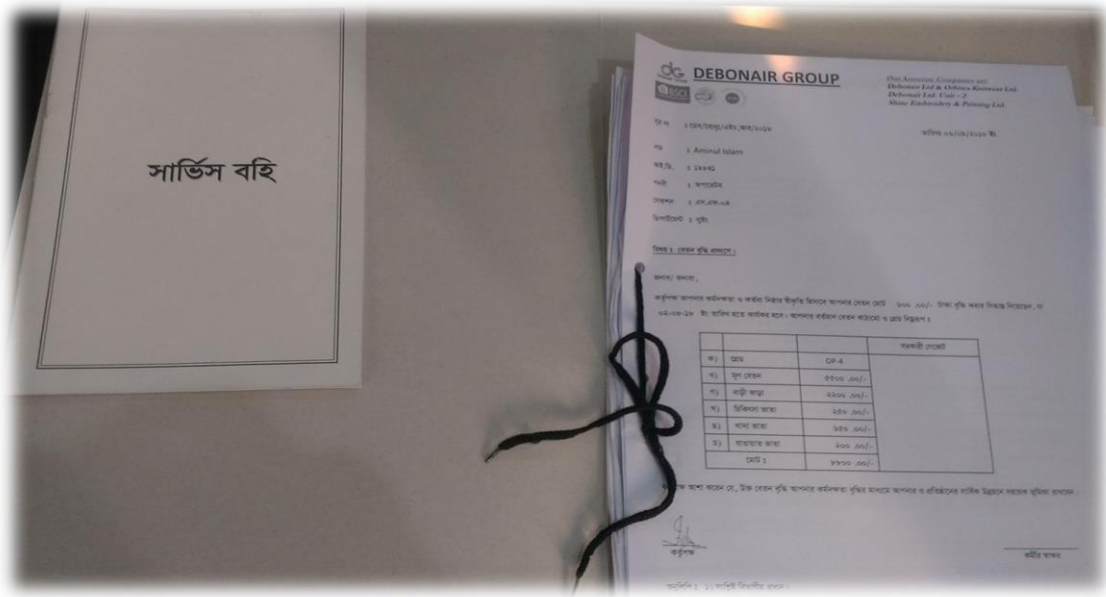
নামাঙ্কিত কর্মচারী (Personnel Officer) In-charge (Department Head) অধঃস্থাপন কর্তৃক (Appointed Authority) মহা-ব্যবস্থাপক (সিনিয়র-স্যাম্পল)

Picture 4.2 Employee's leave record

- **Letter issue to the separation workers:** the worker who is absent 10 days long without organization approval they are separated from the organization, under the labor law rule The organization needs to send two letters to the employee so that they can join the company or take his/her salary and other money which he/she will get for his/her performance. those two letter details as below:
 1. Notice for joining the job with Explanation under section 27 (3A) of the Bangladesh Labor Act 2006.

2. Guidelines for the defense of the Bangladesh Labor Act, 2006, according to section 27 (3A).

- **Writing service book of the workers:** Debonair Ltd keeps service book with every worker personal file because it is mandatory service book for every worker in the company and to complete the service book it is very important to write the service book. I prepared a service book and add it with the worker personal file.



Picture 4.4: Employee Service book

- **Calling candidate over the phone for written exam and Viva:** a new candidate who submit their CV for vacancy post I have to call those candidates for the written exam.
- **Taking the written exam of new candidates:** When they take a written test of a new candidate, I take part in taking the new candidate written test.
- **Making department clearance form:** When employees resigned at the Debonair Group, it has mandatory to make a clearance sheet from and to get information that that person has no problem with other department and person is ready for resigning payment. I took part in this task with other people in the HR department.

- **Providing appointment letter:** New employees who are joining the company I have to prepare an appointment letter for them and provide them as per the instruction of my supervisor.

5.1.2 Indirect learning

- **Making CAP (Corrective Action Plan) file for the audit:** As it is an RMG sector foreign buyer came for the compliance audit, after the audit they give major findings or problem if they find. Compliance teamwork to solve those problems and make a file based on those problems. Compliance team gives a proper solution and that is called CAP (Corrective Action Plan) file for that buyer. I took part in making VARNER CAP file.



- **Workers Training:** I was part in workers training programs like orientation, worker awareness training program, safety committee training program, and other training programs.
- **Floor Visit and report:** During buyer factory visit HR and Compliance team assigned in every floor for look after that floor housekeeping, worker block, worker mask, and aisles line are ok and ready for buyer visit.

5.2 Finding and Recommendation

5.2.1 Research Findings

1. In Debonair Group, Many of the workers switches their job as per their wishes when they want to leave. They are actually like temporary worker. Some of them are untrained and unskilled labor. They cannot work and change their job place. Some of them come from village and start to work for several periods. After one or two months during harvesting season they go back to village. For these reasons sometimes Debonair Group Ltd suffers for insufficient labor problem.
2. In Debonair Group, One of the major problems is they invest lot of times to investigate properly about candidate s background or he/she has any kind of crime report or not, when they recruit and try to select a candidate for any particular position. For these reason they can lose the valuable candidate for taking too much time.
3. In Debonair Group, they do not check candidate's height and weight properly, so that after selection a candidate cannot finish up his/her work efficiently and effectively because he/she cannot carry overload.
4. One of the main problems in garments sectors are conflict between the workers. Workers don't get their salary and bonus in time. Sometime owners and supervisor treat them like as animals. The owners try to get the best performance by giving least facilities. So when workers know that they do not want work there where they don't get the salary and bonus right time. For these reason sometime it's difficult to recruit skilled labor.

5.2.2 Recommendation

After analyzing Debonair Limited recruitment & selection procedures it has been identified that they are following good criteria for recruiting and selecting appropriate employees and workers for the organization. To be a good is not perfect for this competitive market of RMG sector, they have to perfect.

- Most of the employee agreed that the recruitment process of Debonair Limited is fair and transparent. When an organization hires people in an honest way then they get the talent they need. Recruitment team should follow their ethical way for future recruitment. Good employee brings a good reputation for the company if they hire any unqualified it might be a great loss of their production. So they should maintain their honesty.
- Every company has their own policy for recruitment also Debonair Limited has their recruitment policy. They believe that by following their policy they could hire the best candidate for their job which is their asset. Most of the employees are happy with their recruitment policy. So they should always maintain their policy.
- Most of the employee agrees that their recruitment and selection process is a lengthy process. After identifying vacancy up to employee orientation they need so much time in that case they could lose valuable candidate. In every stage, they need higher authority approval that may create conflict selecting a suitable candidate. They must hire suitable candidate as soon as possible.

5.3 Conclusion

This internship program was a useful practical experience. When I was doing my internship it's a big opportunity to gain hands-on work experience that was not possible to achieve in the classroom had a great exposure while working in a corporate environment. My internship helped me to develop essential skill and build confidence by performing essential tasks in the organization and I have developed good organizational, communication and technical skills. This internship was an on-the-job learning experience which enhanced my chances for early career success. It provided me with a realistic work preview and offered practical, supervised learning experience. It was a pleasure to work with a supervisor & others executive officers who help me a lot to learn new things.

Recruitment and selection help in determining the destiny of an organization. Recruitment and selection processes are guided by organizational strategies, mission and objectives to avoid appointing candidates with skills irrelevant for the attainment of objectives. However, it would be a waste of resources to recruit, select and appoint competent applicants and not retain them. The success of human resources departments is measured on their recruitment and performance of a competent employee. Compensation is one of the major functions of HRM. It is important to the employees because it is one of the main reason for which people work. So management should increase employee's motivation by increasing their Salary to get the full effort of employees in the work.

APPEENDIX

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6.2 Research Questionnaires

Dear Respondent, I am Tasnim Hossain Akash Student of BBA program under College of Business Administration (CBA) in Daffodil International University (DIU). Currently I am doing 3 month internship to fulfill my BBA program as I am student I want to conduct a survey based on “**Analysis of Employee Recruitment and selection process: A study on debonair ltd**”. As a part of my study with due respect please feel free to answer those following survey question given below.

(All the information you providing will keep confidential and will use only study purpose)

Information of Respondent				
Name:.....				
ID No:.....				
Designation:.....	Gender: Male			
Female				
Age: 20-25 years	26-30 years	31-35 years	<input type="checkbox"/> above 36 years	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Ø Do you agree that the Recruitment process of debonair group limited is fair and transparent?

- Strongly disagree Disagree neither agree nor disagree Agree
 Strongly agree

Ø Do you agree that debonair group limited follow formal policy for the employee recruitment and selection?

- Strongly disagree Disagree neither agree nor disagree Agree
 Strongly agree

Ø Do you agree that employee Recruitment and selection is a lengthy process of debonair limited?

- Strongly disagree Disagree neither agree nor disagree Agree
 Strongly agree

Ø Do you agree that General employee get equal opportunity as other candidate gets who is referred by top level management from recruitment board?

- Strongly disagree Disagree neither agree nor disagree Agree
 Strongly agree

Ø Do you agree that Salary Level for the fresh recruit's candidate is in satisfactory level comparing with others?

- Strongly disagree Disagree neither agree nor disagree Agree
 Strongly agree

Do you have any recommendation?

.....
.....
.....
.....

Thank You.

Plagiarism

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