



Internship Report
On the recruitment process of
Career Development Center (CDC)

Submitted To: Mr. Mahmudul Hasan
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LETTER OF TRANSMITTAL

Mr. Mahmudul Hasan
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Subject: Submission of report on “An internship on the recruitment process of Career Development Center (CDC)”

Dear Sir,

I would prefer to send the document prepared by me on the above issue. I am happy to note that your cooperation and guideline helped me solve the issue in preparing the papers. Now I hope you'll find it in order.

Thanking You

Sincerely Yours,



Nourin Jahan Nijhu
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CERTIFICATE OF APPROVAL

This is to certify that this project report titled “An internship on the recruitment process of Career Development Center (CDC)” is completed by Nourin Jahan Nijhu who applied the report under my supervision. It is certified further that to the most effective of my knowledge the work reported herein doesn't form a part of the other project report or dissertation supported which a degree or award was conferred on an earlier occasion on this or the other candidate.

Supervisor



Mr. Mahmudul Hasan

Lecturer

Department of English

Faculty of Humanities & Social Science

Daffodil International University

Declaration of the Student

I am Nourin Jahan Nijhu, hereby declare that the presented report of internship titled “An internship on the recruitment process of Career Development Center (CDC)” is ready by me. I also confirm that the report prepared is simply for my academic region not for the other purpose. It'd not be utilized in the interest of the alternative party of the organization.

Nourin Jahan Nijhu

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Program: English

Department of English

Faculty of Humanities & Social Science

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Acknowledgement

I would prefer to express my sincere gratitude to my esteemed mentor Mr. Mahmudul Hasan, lecturer of the Department of English, for his tireless, perseverance, and nonstop support and guidance this project couldn't see the sunshine of day. He extended an aid by providing guidance, valuable advice, and inspiration to write down this report. I owe him the deepest debt and gratitude. I'm grateful to Almighty Allah for His blessings throughout the preparation of this report.

Abstract

Career Development Center act as a hub to organize job seeker student for the relevant industry by enhancing and developing their skills, providing opportunities for job seekers and helps them in the recruitment process. On the opposite hand, CDC will make finding employment easier and simpler by helping the students and alumni find the proper candidate with the specified skills rather than forwarding a large database. If someone searching for employment, CDC will help that candidate to seek out his/ her dream job. These institutions play an important role in job seekers to an industry. The internship report is titled “**An internship report on the recruitment process of Career Development Center (CDC) of Daffodil International University**”.

Keywords: CDC, Recruitment, DIU, Students, Job opportunity.

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Chapter: 1
Introduction

1.1 Background

The department of English includes an internship that gives students practical work experience. There are differences between theoretical understanding and actual training. When theoretical knowledge is put to use in practice, it is complete. The internship attempts to utilize your theoretical knowledge in practical domains.

Internships are a practical way to apply knowledge and gain experience by dealing with a variety of professions. As a result, the internship, which takes place in various organizations around the nation, is also part of the English curriculum at Daffodil International University. My internship at Career Development Center (CDC) was also completed by me.

1.2 Recruitment

I was given the opportunity to work as an intern in the Career Development Center (CDC), a major part of Daffodil University, under the supervision of Md. Shamsud Doha. The Career Development Center continuously makes improvements to its websites and services to bring them up to the international standards. The Career Development Center assists Daffodil International University students in finding employment. Bangladesh might be a democratic nation with a vast array of commercial and state businesses functioning in a variety of industries in a way that is similar to large, small, and medium-sized businesses. Selected organizations are held in high regard in our nation. I decided that I would learn about the marketing strategies and tactics utilized both inside and outside of the corporate setting under the market management system.

1.3 Scope of the Study

The term "scope" refers to an operational area or research area. This report's scope was expanded to include CDC's recruitment process.

1.4 Background and significance of the project

1.4.1 Origin of the Study

The Bachelor in English requires a three-month internship with a company, followed by a report that is assigned by the company's supervisor and approved by the school adviser. I seized the opportunity to start and complete my internship at the Career Development Center. Md. Shamsud Doha, Assistant director, CDC, my organizational supervisor, directed me to perform a study on the report on recruitment activities of Career Development Center. The topic "An internship report on the recruitment process of Career Development Center (CDC) of Daffodil International University" was also accepted by my faculty supervisor Mahmudul Hasan Lecturer English department, Daffodil International University.

1.4.2 Objectives of the Study

At the beginning of the research process, internships or professional research offer significant advantages. Every student who chooses this will benefit from it in the workplace. During a few specific forums, different information is provided and explained. It is entirely possible to hunt for it. That helped us at the end of this research. These advantages are listed below:

- To investigate recruitment process of Career Development Center
- To evaluate recruitment practices of the corporate
- To find out some problems of these practices of Career Development Center
- To provide some solutions for resolving the problems
- To ensure recruitment of daffodil university students
- To get the student become familiar with corporate sector
- To find out some problems of these practices of CDC
- To give suggestions that overcome the problems

1.5 Methodology of the study

1.5.1 Research Design

From the selection of the subjects to the writing of the final report, the research demands a scientific approach. This study employed a descriptive methodology to obtain understanding of the skills tasks regarding the recruitment process. Key points were established while identifying, gathering, categorizing, analyzing, interpreting, and presenting data sources in order to perform the research. Below is a general breakdown of the methodology that was used for the study.

1.5.2 Selection of the topic:

I chose the study's topic, and Mr. Mahamudul Hasan, lecturer of English department at Daffodil International University, gave his approval.

1.5.3 Identifying data sources:

The primary and secondary data sources that were necessary to complete and analyze the study had been identified. To fulfill the data requirement.

- Primary data are used, and the study also called for officials and workers to be interviewed when necessary.
- Secondary data sources included files, documents, the organization's website, etc.

1.5.4 Target Population:

Career Development Center (CDC) targets both current and former students.

1.5.5 Population Size:

The total number of employee of CDC is 9. Advisor, Coordinator, assistant director, three assistant admin officer, one intern and two student associate.

1.5.6 Sampling Method:

Simple sampling methods are used and I decided to select the sample using the convenience sampling technique.

1.5.7 Primary Sources:

- Officials
- Personal Observation.
- Informal Discussion with the workers.
- Desk Work.
- Corporate Supervisor.

1.5.8 Secondary Sources:

- Website of CDC.
- Newspaper, social media, job searching sites.
- Files and Documents of CDC to recruitment process.

1.5.9 Method of Information Collection:

- Consultation with students.
- Observing the activities of various process of CDC
- Discussion with the supervisor.

1.5.10 Collection of Primary Data:

- Experience in the field and inquiries from executives while I was an intern at CDC.
- Some data are collected from Informal discussions with the executives of CDC.

1.5.11 Collection of Secondary Data:

- I also used many CDC manuals, files, and documents to gather some data.
- Website of CDC.

1.5.12 Time, Duration, and Location:

Research conducted at Career Development Center (CDC) Ashulia, from 1st August 2022 to 31st October 2022.

1.5.13 Limitations of the Study

During my internship, there were few issues. An all-out effort was made to conduct the internship and provide a trustworthy and profitable outcome. Despite my best efforts, there are several restrictions that made it difficult to carry out the program. The constraints were noted below:

- Not having enough practical experience.
- The busy key people's unwillingness.
- Lack of appropriate documentation the need to conduct an extensive investigation emerges.
- Company policy prohibits disclosing sensitive information for a number of reasons.

Chapter: 2
Company Profile

2.1 Background of CDC

The Daffodil International University's (DIU) Career Development Center (CDC) was founded in 2005 with the goal of offering academic and technical support to DIU students in order for them to acquire job-related skills and present themselves in the job market (both domestically and internationally) with the necessary level of effectiveness. To achieve this goal, CDC has been working to align itself with the most recent demands and requirements of the job market. As a result, the Center has done its best to provide DIU students with practical information, ideas, and skills.

CDC works for:

- Counseling for Career Planning
- Job Placement
- Internship Placement
- Spot Recruitment Program
- Arranging mock Interview Sessions
- Video Resume Preparation
- Career Event and Workshops
- Training on Career-related Topics

2.2 Business Philosophy of CDC

2.2.1 Vision

To produce highly educated, qualified youth for the employment market and to foster quality entrepreneurs for the growth of industry and the nation's economy.

2.2.2 Mission

- Ensure that DIU students have the necessary information and abilities to compete successfully on the employment market
- Give DIU students the right guidance and assistance so they can discover the career that will give them the most satisfaction

- With the intention of placing more DIU students in these organizations, establish close and ongoing communication and ties with various governmental, non-governmental, and international organizations
- Arranging internship opportunities for DIU students in significant, contemporary, and diverse organizations both domestically and internationally
- By providing the right orientation and coaching to help them accomplish their job needs, DIU students' confidence levels can be raised

2.2.3 Goal

Counseling on career preparation is offered to every single DIU student. But not a lot of DIU students are now receiving counseling services from the CDC. CDC has implemented this policy in an effort to gradually increase its coverage up to 100%. This policy framework will include counseling for both job placement and entrepreneurship growth. To create highly educated, employable youth and to support great entrepreneurs for the expansion of business and the national economy. This is the main goal of CDC to include all of the DIU student to get a good knowledge of CDC.

2.3 Services of CDC

2.3.1 Recruitment Solutions:

- Job searching
- Online Jobs Posting
- Internship
- Apprenticeship
- Employability 360

Chapter: 3

**An internship report on the recruitment process of Career Development Center (CDC)
of Daffodil International University**

3.1 Introduction

My internship program at the Career Development Center (CDC) may be reoriented in collaboration with the report titled "An internship report on the recruitment process of CDC of Daffodil International University." The reports topic was selected by the university supervisor, and it was approved by the organization's supervisor to meet both organizational standards and the requirements of the internship program. This report was written in a controlled environment.

3.2 Internship Activity

I was working as an Intern under the supervision of Md. Shamsud Doha, Assistant Director, CDC. He was very supportive and helped me understand my work and corrected my faults. Alongside I worked with 5 more people, all of them were extremely friendly and helped me whenever I needed assistance.

3.3 Internship Responsibilities

Job Searching, circulating to students and job confirmation process and documents

3.4 On demand of companies:

3.4.1 Company Internship Process

- After getting mail, contact the specific company.
- Take the complete clearance.
- Prepared poster, Email template.
- Circulate through mail & social media.
- Update data sheet, contact module (if a new company) & CRM.

- Share in the subject-related group.
- Collect CV from departments & target students.
- Sort CVs and keep the CV in the resume bank.
- Send the sorted CV to the company.
- Give follow-up to get the recruitment update.
- Update the documents.

3.4.2 Academic Internship Placement

Students can easily get an internship opportunity inside or outside of Daffodil in order to finish their academic internship. The process that I followed are:

- Call for an internship.
- On-demand of students.
- Preparing forwarding letter.
- Guide students regarding the internship Portal.

3.5 Job Searching by CDC:

- Search fresher jobs from BD jobs, FB, LinkedIn & other sites.
- Take permission from the company.
- Register the company in the Skill Jobs portal for posting jobs.

- Update data sheet, contact module (if a new company) & CRM.
- Prepared poster, Email template.
- Circulate through mail & social media.
- Share in the subject-related group.
- Collect CV from departments & target students.
- Sort CVs and keep the CV in the resume bank.
- Send the sorted CV to the company.
- Give follow-up to get the recruitment update.
- Update the documents & CRM.

After searching the jobs we circulate these in Job posting site (Skill Jobs), also we circular these jobs through mail to reach students with a proper mail template which I prepared.

3.6 Recruitment Process:

We work to make sure our students can start their career from the very beginning. So, recruitment process is a big part for CDC. I worked directly in this process and learned how the process work.

3.6.1 Recruitment and selection process of CDC

- Hiring needs
- Prepare job descriptions.
- Recruitment strategy.

- Screen and shortlist candidates.

Alongside these, Career Development Center organized “DIU JOB UTSOB -2022” a big project to ensure job opportunities for DIU student and alumni.

The "Big Bang Central Career Event" of Daffodil International University, DIU JOB UTSOB -2022, will serve as a venue for business titans to network with a qualified future workforce as part of the Daffodil family's ongoing efforts to promote, support, and sustain industry-academia relationships. The program hopes to have a lasting impact with the participation of new graduates, highly skilled job seekers, interns/learners & experienced alumni network interested in making job transitions, recruiters and corporate leaders, employers, and institutions. More than 150 companies are joining with 2000+ vacancies. The program's tagline is "Connecting Talents: Unlock the Border of Opportunities." And I am proud to be able to be a part of this project. Job Utsob focuses in recruitment which is my main topic of work.



Chapter: 4
Findings & Conclusion

4.1 Observations and Findings

4.1.1 Self-Findings:

I get to know about my strength and weaknesses through this internship process. I get to see my self-assessment and get to know me better. I get to know my strengths and also build up new skills which will help me in future. I joined CDC with a very limited knowledge and skill but in this three months I develop new skills and improve my old ones.

- My communication skills are improved. I am more confident around people
- Learn to adapt in any situation, which is very important
- Learned to work under pressure when needed
- Learned how to overcome situations which I found difficult
- Learned corporate culture

4.1.2 Communication Skill

I have learned how to communicate with people and different company's in my internship, as my work required me to build up connections. That helped me a lot in my communication skills, which is very important in in our personal and professional life.

4.1.3 Time management

Working in CDC made me understand the importance of time management. Every work had to finish before the deadline. It made me punctual and I could finish my work in time as well apply it in my day to day life.

4.1.4 Company Findings

- The Company offers salary which may not be sufficient for a few employees.
- They don't have any overtime benefits for the over-time workers.
- They haven't any personal working space for individual workers. Each one works in narrow space.

- The office is not in a quiet place which causes problem while working.
- The relation between employer and HR isn't up to the mark. If someone want to termination from his or her job they face a protracted process. Or get a leave it'll be big hassle.

4.2 SWOT Analysis:

4.2.1 Strength

There are some of the strengths of CDC which are worth mentioning:

- Can help students in finding their dream job or show them the starting step
- Helps every students with counselling
- Students have their trust on CDC
- Arranges many seminar for the wellbeing of the students
- Ready to help any time

4.2.2 Weakness

There are some weakness of CDC which I would like to mention.

- Lacking in time management
- Doing tasks at the very last minute
- Working with multiple projects at the same time

4.2.3 Opportunity

There are a lot Career Development Center (CDC) can do. CDC works with the students directly so they know how to engage them in many tasks. They can give guideline which proves to be very helpful. If any student needs any help regarding their career they seek help of CDC, which is a huge opportunity for them to grow even further.

- They can work alongside students very well
- They can arrange very important events for the students which they are already doing

- They build up the connection they have with other big company's

4.2.4 Threat

They do their best in what they do but there are some threats which they should look for:

- Working under pressure
- Working on tasks or projects in a very short time
- Not having an organized volunteer team

4.4 Conclusions:

To expand the student's experience, it is crucial to understand the distinction between academic theoretical learning and also the actual corporate culture or activities. As a result, I joined CDC for a three-month internship program and gained a lot of useful knowledge. I will be able to grow professionally and to the best of my ability in the practical sector thanks to this experience.

After completing my internship, I gained knowledge about the online job portal industry and the training provider firms' company operations and business development strategies. I also have a clear understanding of the employment market, the number of graduates who are still looking for work, and the gaps between their skills and available positions.

Career Development Center is doing an excellent job of solving the unemployment issues and developing talented resources for our nation. They deal with foreign companies in addition to our own to resolve their recruitment problems. They are assisting recent graduates in achieving their own career goals and helping to address the unemployment issues in our nation.

Finally, you'll be able to understand the recruitment situation and how it works or actively contributes to guarantee students career prospects through my report paper. In my paper, I also discuss how CDC is fostering employment prospects.

4.3 References

- Official website of CDC <https://cdc.daffodilvarsity.edu.bd/>
- Official website of Job Utsob 2022 <https://jobutsob.daffodilvarsity.edu.bd/>
- Library

Appendices



Ref- DIU/CDC

Date: December 5, 2022

TO WHOM IT MAY CONCERN

This is to certify that Ms. Nourin Jahan Nijhu has successfully completed 3 months (From 01 August, 2022 to 01 November, 2022) long internship programmer at Career Development Center, Daffodil International University (DIU), Dhaka Bangladesh.

During her internship program, she performed various projects, workshops, and sessions. In addition, Ms. Nourin Jahan Nijhu was a vital member of the team for Career Development Center (CDC) and Job Utsob 2022, which was hosted by DIU.

We found her punctual, hardworking and inquisitive. We wish her every success in life.

Regards,

(Md. Shumsud Doha)
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