

Internship Report

On

Recruitment and Selection process of Uttara Info Tech: A study on jobdorkar.com

Prepared for

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Letter of Transmittal

August 30, 2020

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Subject: Submission of Internship report on “**Recruitment and Selection process of Jobdorkar.com.**”

Dear Sir,

It is my great pleaser to submit the internship report on “**Recruitment and Selection Process of Jobdorkar.com.**” that has been assigned to me for the partial fulfillment of the requirements of BBA Program.

I have tried my level best to prepare this report a presentable shape and make appropriate at informative to fulfill the objectives of the study. I have enjoyed a lot of time during the preparation of this report.

I would like to cover my graduate and thanks to you give me an opportunity to work on such a project that is very much relevant to my study. I sincerely believe that the practical knowledge and experience gather from this study will be very much helpful in my future life for doing any types of research work.

If any confusion arises or any further explanation needed, I will be readily available to explain the matter to you, as the situation required.

Thanking You

Sincerely Yours,

.....

Md. Abul Khaier Nayeem

ID No: 2161011103

Program: BBA

Major: HRM

Department of Business Administration

Uttara University

Letter of Authorization

I am pleased to certify that the internship report on “**Recruitment and Selection Process of Jobdorkar.com.**” has been successfully completed by Md. Abul Khaier Nayeem bearing ID: 2161011103, Department of Business Administration, Uttara University under my supervision. Now, the report has been approved for presentation and viva voce.

I wish his every success in life.

Md. Azmol Hossain
Senior Lecturer
Department of Business Administration
Uttara University.

Student Disclaimer

I do hereby solemnly declare that the internship report on “**Recruitment and Selection process of Jobdorkar.com.**” has been prepared by me and has not been previously submitted to any other University / College / Organization for any academic qualification.

I, further undertake to indemnify the University against any loss or damage arising from breach of the forgoing obligation.

Thanking You

Sincerely Yours,

.....

Md. Abul Khaier Nayeem

ID No: 2161011103

Program: BBA

Department of Business Administration

Uttara University.

Acknowledgement

Successful accomplishment of this report is the outcome of the contribution of number of people, especially those who provided time to share their thoughtful guidance and suggestions for me. At the beginning, I would like to pay my gratitude to the Almighty Allah for giving me the ability to work under all circumstances and time constraints. First of all, I am indeed grateful to my honorable supervisors for his positive support Md. Azmol Hossain, Senior Lecturer, BBA Program, Department of Business Administration, Uttara University.

I would like to thank the authority for giving me the valued opportunity to do my internship in their prestigious organization. The experience and knowledge gained has helped me immensely to address and understand all the elements related to my report, which I otherwise would not have understood so well.

To complete my internship was indeed a great pleasure and a unique experience for me. It was also a challenging and exciting event for me as it gave the freedom to look into the Online Based organization.

Table of Contents

Introduction.....	9
Objectives of the study	10
Broad of the Objective:.....	10
Specific objectives:.....	10
Major Difficulties Faced/Limitations:	10
Company Profile.....	12
Mission	13
Vision.....	13
My position as an Intern	14
CHAPTER 3.....	15
Data collection and processing	15
Data collection and processing	17
Data sources	17
Ways of data collection.....	17
Data processing Methods	18
SWOT Analysis of R.S Knit Fashion Ltd.	19
Objective wise discussion	21
Sources of recruiting.....	21
Internal recruiting.....	21
Internal recruiting for Nonexempt positions	Error! Bookmark not defined.
External recruiting:	22
Formal Methods:	23
Guiding Principles	23
Recruitment planning.....	24
Job Analysis	24
Job Specification	25
Job Description.....	25
Recruitment, Selection and Marketing Strategy	26
Internal Sources	28
External Sources.....	28
Screening /Shortlisting	29
Reviewing of Resumes and Cover Letters	29
Identifying the top candidates	29
Evaluation and Control	30
Medical Examination.....	Error! Bookmark not defined.
Final selection	30

Placement to the Position	31
Recruitment and Selection Framework (Worker Level).....	32
Recruitment and Selection Framework (Officer Level)	33
Internship Experience	38
Findings	34
Conclusions & Recommendations.....	36
Conclusion	36
Recommendations	Error! Bookmark not defined.
Reference	37

CHAPTER 1

Introduction

Introduction

Background & description of the study topic

Through internship program, a student can observe and evaluate the use and applicability of the theoretical concepts which were taught in the classrooms. This report is prepared as a requirement for the fulfillment of BBA Program, which is to be submitted to my honorable faculty supervisor senior lecturer Md. Azmol Hossain. The proposal of the project is **“Recruitment & Selection Process of Jobdorkar.com.”**

Recruitment and selection of human resource is very important for every organization. Because recruitment and selection process are one of the most important HR function which makes a great impact on the revenue growth and the profit margins of a company as compared to other tasks such as retention, on-boarding, leadership development and managing talent. A perfect balance of employees and works need to be maintained in a company. In addition, a job recruiter needs to ensure that only the most skillful and competent people should be selected for the jobs. Poor selection processes lead to various unnecessary costs in the organization. In the recruitment process, an organization hire the most suitable and qualified candidate, whether he is internal or external to the organization, to fill the job vacancy.

There are two sources of recruitment, internal sources and External sources. Internal Sources are an excellent source of information is the current employee who may know someone who would be qualified and interested in the open position. This source of information is very low cost, yet can yield a number of good prospects. External Sources are Advertising, Employment agencies, Professional organizations, Educational institutes and Unsolicited or Casual applicants.

Objectives of the study

Broad Objective:

The broad objective of the study is to know the recruitment and selection process of Jobdorkar.com”

Specific objectives:

- To describe the Recruitment sources of **Jobdorkar.com**.
- To explain the Recruitment process of **Jobdorkar.com**.
- To explain the selection process of **Jobdorkar.com**.

Major Difficulties Faced / Limitations:

Although I have worked in Risk Management Division of **jobdorkar.com**. The employees of Human Resource Division helped me in every aspect, they were so cordial. The main limitation was to collect the information because most of the information is confidential and they don't want to disclose them. Still they have given all the information trusting me so disclosing the information could be unethical and unjust to the organization. Surrounded by all these constraints I had to work with the information as efficient as possible and make the report well informed and effective one.

A good number of entrepreneurs are themselves ignorant about using the HR policies not only to recruit and put employees on payroll, but also to help them achieve their goal the swiftest of ways possible. Due to shortage of time and opportunity collected data could not be possible to compare with the data from other entrepreneurs.

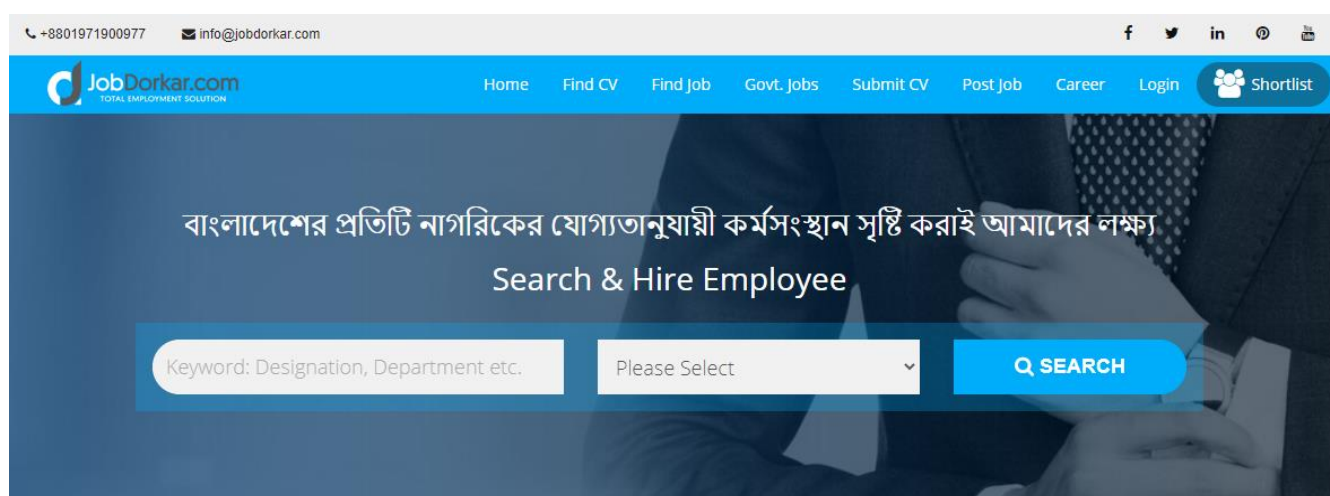
Data collection was complicated due to high turnover rate. Turnover ratio calculation was not possible due to poor record keeping.

CHAPTER 2

Company Profile



Company Profile



Brief Profile of “*Jobdorkar.com*”:

JobDorkar.com Ltd. is one of the pioneer online job portal in Bangladesh. It has started an exciting journey since the emergence in 2017. We believe in attaining the utmost happiness of job seeker & also employer's. We love to drive a human resource based journey between employees & employers.

JobDorkar is an online CV Bank and Job Placement platform that linked to employers and job seekers. They are not just a usual job board. They have more like corporate webbing. They offer instant search and verified Resumes for employers. Thus, they optimize your time in a more productive manner and make CV hunting process hassle-free.

They create and deliver the efficient recruiting media & technologies for connecting employee and organization. They strive every day to help our clients in hiring the best human resource and help potential talents to find jobs.

Job dorkar.com is organized by an expert IT & Customer support team with professional HR management. Our HR Team is well trained with a rich academic background.

Right after its launching, the site has been able to attract the Internet users in the country. The site regularly updates Job Information (on average more than 250 valid job news are placed at any point of time at the site), provides facility to the job seekers for posting resume and online application. The site has also been able to get good response from a large number of organizations in the country who use online job advertisement facility, online CV bank access and online application receiving and processing facility of www.bdjobs.com. Till now, more than 25, 00 employers in the country have recruited more than 3,50,0 professionals at different levels for their organizations through Job dorkar.com service. Job dorkar.com collects information about visitors. This information includes your IP address, browser type, domain names, access times and referring addresses. They use this information for operating their services, maintaining the quality of the service, security management and providing reports for relevant business purposes.

Mission and vision of Jobdorkar.com.

Vision

The vision of the company is to try bringing Internet technology in the mainstream business and economic life of the society.

Mission

Our mission is to help employer for finding their appropriate employees within a short time as per their requirements, another hand we also motivate the candidates to develop their skill with proper guideline our web-site aims to explore maximum benefits of the Internet. We believe our service will help the job seekers manage their career more efficiently. This site will also help employers solve many of the problems associated with traditional recruiting methods and allow them to save time and money...

- ✓ Provide on time quality services
- ✓ Concentrate on employee welfare

- ✓ Friendly working environment through open communication & mutual respect
- ✓ Encourage initiative, innovation and teamwork

Product and service of Jobdorkar.com

Job dorkar.com collects information about visitors. This information includes your IP address, browser type, domain names, access times and referring addresses. We use this information for operating our services, maintaining the quality of the service, security management and providing reports for relevant business purposes.

Confidentiality and Security

You may set most browsers to notify you if you receive a cookie, or you may choose to block cookies with your browser, but please note that if you choose to erase or block your cookies, you will need to re-enter your original user ID and password to gain access to certain parts of the Web website. Our use of cookies and other tracking technologies allows us to improve our website and your web experience. Your IP address might be used to track your location to provide you with various location based services and for our data analysis purposes. We may also analyze information that does not contain personal information for trends and statistics.

The department I worked for as an intern

I did my internship in Jobdorkar.com on HR department. There is a great potentiality to learn many of the HR aspects with wide vision. As an intern I was assigned under in charge of ER &TM and worked under one of my senior colleagues. Although I was assigned under the recruitment program, but I also screened the CV's of the candidates; short listed them, and called them for interview, job posting in jobdorkar.com and so on. Assist HR Manager in recruitment of Management staffs, Intern. Short-list the CVs from available sources. Arrange interview date, time, and venue and panel for interview and coordinate accordingly.

CHAPTER-3

Data Collection and Processing

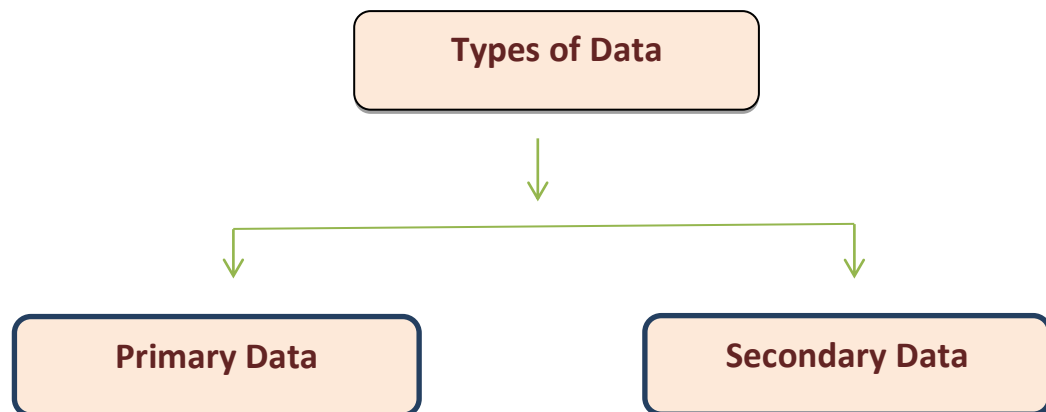


Data Collection and Processing

Data sources

There are two types of data-

- ❖ Primary Data
- ❖ Secondary Data



Primary data

Observation is an essential aspect of all methods of data collection. Through observation and face to face interview I have collected the data regarding recruitment and selection while working in Jobdorkar.com

Secondary data

The secondary information is collected from websites, annual reports, journals, books of recruitment and selection, monthly report of human resource division, Dhaka Bank Portal and some other relevant sources.

Ways of data collection

This report has been prepared based on primary and secondary data. This data collected by me following ways;

Primary data were collected in the following ways:

- Face to Face communication with workers.
- Observation also used to make this report.
- Work experience.

Secondary data are collected in following ways

- From organizational manuals.
- Document and record.
- Website.
- Newspaper.
- Media.

Data processing Methods

The internship report has been prepared on the basis of “on the job” experience with the Uttara Info Tech. It has been tried to make the report informative and handy. The data used in the report have been compiled through different complicated ways- direct conversations with executives, continuous search on the ongoing information, report and books.

Once the necessary data collected, the next task was to aggregate the data in a meaningful manner. I processed those data by using some tools and activities.

It includes the following activates:

I. Editing:

The first task is data processing is the editing. I edit those data to examining errors and omissions in the collected data and making necessary correction in the same.

II. Coding:

Coding is necessary to carry out the tabulating and analyzing data. If coding is not done, it will not be possible to reduce a large number of heterogeneous data into meaningful categories with the result that the analysis of data would be weak and without proper focus.

III. Tabulation:

Tabulation comprises sorting of the data into different categories and counting the number of cases that belong to each category. This is also called universal tabulation. The analysis based on just one variable is obviously meager. Where two or more variables are involved in tabulation, it is called vicariate or multivariate tabulation.

IV. Analysis:

After the all three above steps, the most important step in analysis of the data.

CHAPTER 4

Analysis & Findings



Objective wise discussion

Objective 1: To describe the Recruitment sources of Jobdorkar.com

Sources of recruiting

Deciding whether the position is to be filled internally or external is often an early task in recruitment planning for a specific vacancy. In some cases, there is no decision to be made. For instance, entry-level jobs must be filled externally and for other position the company's policy or union contract may require that internal sources be utilized first. Most organizations use a mixture of internal and external sources. Promoting from within when qualified employees are available and recruiting from external sources when new skills are needed or growth is rapid.

Internal recruiting

Internal recruiting is the process of promoting the internal employees who are performing well. Our organization **jobdorkar.com** does the same thing. So that, they need not to waste any time for searching information on the recruitment of employees as the organizations can examine the track records of its present employees and to determine which of them would be most suitable. Also recruiting among present employees is less expensive than recruiting from outside the organization. There are various internal recruitment sources which are given below:

Job posting:

It requires notifying vacant positions by posting notices, circulating publications or announcing at staff meetings and inviting employees to apply. It informs employees about openings & required qualifications & invites qualified employees to apply. The qualifications and other facts are drawn from the job analysis information.

Personnel skill records:

Through the personnel skill records which can be used to track down the most suitable employee according to their educational qualifications or skill levels. Through this an organization can determine and helps to make any choice for selecting or promoting any suitable candidate for the job or for the particular job position.

Recommendation:

The higher authorities or senior executives can recommend any employee or personnel for the job position based on their performance, skills, affords, etc.

External recruiting:

External recruitment seeks applicants for positions from sources outside the company. In **Jobdorkar.com**, these outsourced are done so that the organizations can get better and updated employee who are used to new technologies and new ideas. There are various external recruitment sources which are given below:

Advertisements: It is one of the sources in communicating at a wide range in hiring any new recruitment for the job vacancy. Through the advisements to our page (**Jobdorkar.com**) and other media it contains the job description and benefits, identify the employer and inform those candidates who are interested to apply. Newspaper is the most common medium but for highly specialized recruits, advertisements may be placed in professional or business journals. Advertisements must contain all the relevant information such as: the job content, working conditions, location of job, compensation including fringe benefits, job specifications, growth aspects, etc.

Campus Recruitments: This is one of most resourceful source of hiring new talented employees. Colleges, universities, research laboratories, sports fields and our organization (**Jobdorkar.com**) are fertile ground for recruiters, particularly the organization. Some companies recruit a given number of candidates from these institutes every year. Sending a company representative to campuses and institutions for the pre-selection of the candidates and short list them in hiring process. Internships: Internship is a special form of recruiting that involves placing a student in a temporary job for few months. There is no such obligation

of the company to permanently recruit the student. Recruiting university students to work in the organization as intern is basically a training activity rather than a recruiting activity.

Formal Methods:

Jobdorkar also follow the Formal methods of external recruiting entail searching the labor market for candidates who have no previous connection to the firm. These methods traditionally have included newspaper advertising, uses of employment agencies and executive search firms, and campus recruiting.

Objective 2: To explain the Recruitment process system of Jobdorkar.com.

Recruitment is the process findings and attracting the potential resources for filling up the vacant Positions in **Jobdorkar.com**. It sources the candidates with the abilities and attitude, which are required for achieving the objectives of Jobdorkar.com.

Recruitment process is the process of identifying the job vacancy, analyzing the job requirements, reviewing application, screening, shortlisting the right candidate.

To increase the efficiency of hiring, it is recommended that the HR team of an Organization follows the five best principles. These five practices ensure successful recruitment without any interruptions; In addition, these practices also ensure consistency and compliance in the recruitment process.

Guiding **Jobdorkar.com** employment policies are based on the following guiding principles:

1. **Fairness:** **Jobdorkar.com** tries to utilize available human resources at its best. The Organization does not discriminate against any job seeker and employment on the basis of race, color, religion, sex, age, national origin or any other factor that does not pertain to the individual's ability to do the job. Each employee is entitled to fair

wages and job opportunity in return for their job, skills, commitment, loyalty, personal interest and best efforts. The Organization applies each employment policy in a fair, uniform and consistent manner.

2. **Right person at the right place:** The Organization (Jobdorkar.com) tries hard to ensure best match of skills and thus recruit right and competent persons at the right job at the right time.
3. **Efficient and effective:** At all stages of recruitment process, all-out efforts are given to ensure that the steps are efficient and effective.
4. **Realistic planning:** With the rapid expansion of Me, **Jobdorkar.com** in the operation of customer durable products manufacturing & selling appropriate HR planning is given due importance.
5. **Standard Method:** The steps and procedures being followed during the course of recruitment, selection and placement conform to the standards of the Organization.

Recruitment planning

In **Jobdorkar.com**, Recruitment planning is the first step of recruitment process. Where the vacant positions are analyzed and described. It includes job specification and its nature, experience, qualifications and skills required for the job, etc.

A structured recruitment plan is mandatory to attract potential candidates from a pool of candidates. The potential candidates should be qualified, experienced with a capability to take the responsibilities required to achieve the objectives of the organization.

Job Analysis

A job analysis is a systematic exploration of the activities within a job in Jobdorkar.com. This is used to define the duties responsibilities and accountabilities of a job in Jobdorkar.com. MFL has a systematic job analysis, which consists of job specification, job description and job evaluation. Recruitment process ideally begins with the analysis of job description and person specification for that job. A job description and analysis of person specification provide the foundation for stipulating the job title and salary scale of the position.

Job Specification

In **Jobdorkar.com**, they do Job specification because, Job specification defines the education, training, experience, skills and competencies required by the jobholder. The job specification is vital, because the key part of the job specification, established at the beginning, is used in structured selection interview. HR department with the help of the concerned department mainly prepares the job specification.

The following information's are specified in the job specification:

- The age of the applicant in the case of direct recruitment (other than promotion), for example the age ceiling for the post of manager is 40. The recruitment source is also specified internal or external. If the source is external than applications are called either from fresh or from any other references.
- Title of the position.
- Division, Department or Section.
- There are minimum educational as well as experience qualification for every post from managing director to assistant. For example, for lateral entry an applicant for the post of manager should be master degree holder and should have 7 years of experience in similar positions.
- There are also required qualifications for promotion in a certain post.

Job Description

Job description is the basis of MFL's recruitment, selection, placement, performance appraisal, salary administration, promotion, training and other personnel actions for its employees in **Jobdorkar.com**. MFL has structured job description, which includes the job title, the duties to be performed, the authority and responsibilities of the jobholder. For example, the duties of the personnel manager (Human Resource) are looking after recruiting, joining of the new employees, management of leave, management of local and overseas training of the employees, promotion, transfer, assist in processing in executive hospitalization and house furnishing benefit and also in processing foreign travel and performs related tasks and works under the Director of HR.

Job description is prepared by respective Head of the HR in Jobdorkar with the help of concerned department and it is kept with HR. In case there is any change in the duties and responsibilities, then job description must be revised. A copy of the latest job description is kept in employee's personal file.

The line manager and the HR department ensure that each employee has an appropriate and updated job description stating clearly the context, purpose, duties & responsibilities of the employees and person specification.

A copy of the job description is provided to the employee when he/she is appointed, promoted, newly assigned or when deemed necessary.

After assessing the need of an additional employee in a particular department if the functions in that vacant position can be successfully performed by co-worker in the same department or other department then he/she is upgraded in the job scale, no recruitment of new personnel is done.

Recruitment, Selection and Marketing Strategy

Recruitment and selection strategy is the second step of the recruitment process in **Jobdorkar**, where a strategy is prepared for hiring the resources. After completing the preparation of job descriptions and jobspecifications, the next step is to decide which strategy to adopt for recruiting the potentialcandidates for the organization.

While preparing a recruitment and selection strategy, the HR team considers the following points -

- Make or buy employees
- Types of recruitment
- Geographical area
- Recruitment sources

The development of a recruitment strategy is a long process, but having a right strategy is mandatory to attract the right candidates. The steps involved in developing a recruitment strategy include –

- Setting up a board team

- Analyzing HR strategy
- Collection of available data
- Analyzing the collected data
- Setting the recruitment strategy

Marketing Strategy

Marketing Strategy is the process of gaining your website traffic or more attention through many social media sites.

By Using Social Media for **JobDorkar.com** Marketing or promoting you can enable your small business looking to further their reach to more targeted or potential customers. Your customers are interacting with brands through any social media; therefore, if you having a strong and targeted Social Media Marketing Plan and presence on the web, that is the main key to tap into their interest. If implemented your business product or service correctly marketing strategy with Social Media you can bring remarkable success to your business.

Social Media now become a best platform that is easily accessible to anyone with using internet access. It's increased communication for your organizations fasters brand awareness and often, improved customer service. Additionally, social media serves as a relatively more inexpensive platform for organizations to implement your business product marketing campaigns.

So, Social Media Marketing strategy is a most vital part of the Digital Marketing Strategy to promote your brand or business product in a direct and best positive way among your target number group of customers. Are You Looking For Faster, Reliable and Best Quality Social Media Marketing Service with Affordable Cost in DHAKA?

If you are looking for a Professional Social Media Marketing Service for your business; then you have found a new platform! It's UTTARA InfoTech; because, our Social Media marketing team are the best in this particular service in Dhaka. We provide that services with focused on putting your company until in a better position by tap into the two-way of conversation naturally happening between you and your customers. Our (SMM) team designed those services to show you where people are talking about with you, which the areas where you can best get involved and what is the best tactics you should use to help increase your brand awareness.

Objectives 3: To explain the selection process of Jobdorkar.com.

Internal Sources

In Jobdorkar.com they use, internal sources of recruitment refer to hiring employees within the organization through

- Promotions
- Transfer
- Former Employees
- Internal Advertisements (Job Posting)
- Employee Referrals
- Previous Applicants

External Sources

In Jobdorkar.com they do, External sources of recruitment refer to hiring employees outside the organization through

- Direct Recruitment
- Employment Exchanges
- Employment Agencies
- Advertisements
- Professional Associations
- Campus Recruitment
- Word of Mouth

Screening /Shortlisting

Jobdorkar.com screening starts after completion of the process of sourcing the candidates. Screening is the process of filtering the applications of the candidates for further selection process. Screening is an integral part of recruitment process that helps in removing unqualified or irrelevant candidates, which were received through sourcing. The screening process of recruitment consists of three steps –

Reviewing of Resumes and Cover Letters

Reviewing is the first step of screening candidates. In this process, the resumes of the Candidates are reviewed and checked for the candidates' education, work experience, and overall background matching the requirement of the job. While reviewing the resumes, an HR executive must keep the following points in mind, to ensure better screening of the potential candidates

- Reason for change of job
- Longevity with each organization
- Long gaps in employment
- Job-hopping
- Lack of career progression

Identifying the top candidates

Identifying the top candidates is the final step of screening the resumes/candidates. In this process, the cream/top layer of resumes are shortlisted, which makes it easy for the hiring manager to take a decision. This process has the following three outcomes-

- Shortlisting 5 to 10 resumes for review by the hiring managers
- Providing insights and recommendations to the hiring manager
- Helps the hiring managers to take a decision in hiring the right candidate

Evaluation and Control of Selection

Evaluation and control are the last stage in the process of recruitment and selection. In this process, the effectiveness and the validity of the process and methods are assessed. Recruitment is a costly process; hence it is important that the performance of the recruitment and selection process is thoroughly evaluated.

The cost incurred in the recruitment process are to be evaluated and controlled effectively, these include the following –

- Salaries to the recruiters
- Advertisements cost and other costs incurred in recruitment methods, i.e. agency fees
- Administrative expenses and recruitment overheads
- Overtime and outstanding costs, while the vacancies remain unfilled.
- Cost incurred in recruiting suitable candidates for the final selection process.

Final selection

After doing these steps, **Jobdorkar** select the candidate finally. He is appointed by issuing appointment letter. Initially he is appointed on probation basis after finding his work satisfactory he is appointed as permanent employee of the organization or otherwise he may be terminated.

HR will then send the candidate an appointment letter and statement of particulars detailing post, salary, benefits, holiday entitlement, notice period, working hours and location. If the offer is acceptable to the selecting candidates, they signed the appointment letter. When the following candidates joined the offered position, they have to write a joining letter to HR Manager and other panel members are explained and described the responsibility, working area, salary, compensation and other benefits to the interviewee because of he can be adjusted with the mentioned situation.

Placement to the Position

When the selected candidates submitted his joining letter, the HR Manager describes his responsibility, ensure his responsibility, and introduce him to the other respective persons. Then he finally took his responsibility and continues his daily activities.

Recruitment and Selection Framework (Worker Level)

Processes are being maintained to recruit are as follows

- a) Respective department head with the approval of the HR Manager prepares requisition for additional and replacement workers
- b) Vacancies announced by advertising, posters, leaf lets, putting banners at the front side of
- c) Application receives from hand to hand and in most of the cases walk in interview
- d) In cases of skilled workers, recruitment's being done by "on the job test" (Practical interview)
- e) In cases of unskilled workers, recruitment's being done by written and oral test.
- f) General health checked-up by factory medical officer is an essential part of recruitmentprocedure.
- g) Production workers operators' helpers will be recruited by an authorized committee comprising of the following officials a) Officer time section b) Executive (HRD)

Salary, wages, and other benefits fixation is done in fulfillment to the applicable Bangladesh labor law 2006 and minimum wages gazette

Recruitment and Selection Framework (Officer Level)

- a) Assess the need for the job and ensure there is adequate funding for it.
- b) Review the job description to ensure that it meets the present and future requirements.
- c) Review the person specification to ensure it meets the requirements of the job description.
- d) Design the selection process.
- e) Draft the advertisement and select the advertising media.
- f) Short list using the person specification only
- g) Written tests for entry level employee.
- b) Interview and test short-listed candidates
Validate references, qualifications and security clearance.
- j) Make appointment

Chief operation officer holds the responsibility for ensuring this framework is followed, HR is available for advice and will assist in general administration of the recruitment process.

Findings

- HR Division of Jobdorkar is very alert for selecting candidates and also the process is very transparent so that they can choose the best candidates among applicants.
- In this process there is no nepotism so there are higher possibilities to be selected without having any back up.
- When they search for any experienced people, they give more concentration on previous experience, Educational background, length of services etc. so that they can select the most suitable experienced people.
- When they select entry level candidates than they concentrate more on pro-activeness, creativeness, ideas which related with the post.
- HR of Jobdorkar selects candidates from a pull of application so that they can choose most suitable candidates.
- The HR department of Jobdorkar ensures that each employee has an updated and appropriate job description stating clearly purpose, duties, responsibilities etc.
- Once the recruitment and selection process is done then the employees are appointed based on their job description.
- The organization fills the position by promoting the present employees. But most of the times it recruits from outside.

CHAPTER: 5

Conclusions & Recommendations



Conclusions & Recommendations

Conclusion

Human Resource plays the vital role to get maximum contribution from its workforce. It is the nerve center of the company as it is to deal with man who is the vital and most sensitive factor in any organization. Without the support of human beings' machine remain idle, raw materials lie stacked and money gets tied up. To get the best output the potential individual has to be recruited.

Jobdorkar.com. recruitment & selection procedures and opinions of employees, it has been identified that they are following good criteria for recruiting and selecting appropriate employees and worker for their organization. To be good is not perfect for this competitive market of RMG sector, they have to be perfect.

Recommendations

For that reason, there are some recommendations that it would like to suggest and reduce their weakness by following steps. These are:

- ❖ Jobdorkar is very alert for selecting candidates but their present workers are no much experience.
- ❖ Their internal worker are not so skillful, they should train.
- ❖ The working environment should be improve.
- ❖ A little amount of people working in Jobdorkar, but they should recruit more experience people.
- ❖ The scope of phone interview and e-recruitment process should be increase.

CHAPTER: 6

Internship Experience



Internship Experience

It has been a great privilege to have worked in an organization like jobdorkar.com”. It is one of the pioneer online job portal in Bangladesh; it is a very good work place. What I have admired the most is that during my time in the organization I had the learning scope. There is a great potentiality to learn many of the HR aspects with wide vision. As an intern I was assigned under the supervisor **Mr. Mehedi Hasan**, Head of Group employee relations and Talent Management. Although I was assigned under the recruitment program, but I also screened the CV’s of the candidates; short listed them, and called them for interview, job posting in jobdorkar.com and so on. Assist HR Manager in recruitment of Management staffs, Intern. Short-list the CVs from available sources. Arrange interview date, time, and venue and panel for interview and coordinate accordingly.

The type of work I accomplished

I worked at the first department called time section. There I learned

- How to appoint/ recruit a worker
- Rules of the organization.
- How to create employee file.
- Compliance.
- Workers salary system. Then I worked at the HR department.

Work Environment of Jobdorkar.com

The work environment of Jobdorkar.com is good. They have air conditioner in every department. I enjoyed working there. Jobdorkar.com. is very strict to their rules they are very organized. They always pay the salary properly to the workers. The workers are very satisfied to the management. Jobdorkar.com. maintain all labor law. Such as they have child care facility for the women who have child, a full-time doctor with dispensary etc.

Reference

- Recruitment and selection By Gareth Roberts.
- Hiring for Attitude By Mark Murphy
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- <https://www.facebook.com/chakridorker/>
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