

Internship Report On

Employee Enrollment & Assortment Process at Kazi Farms Group

An Internship Report Submitted to the School of Business and Economics in Partial Fulfillment of the Requirements for the Degree of Bachelor of Business Administration

Submitted To

Mimnun Sultana

Assistant Professor

United International University

Submitted By

Iffat Ara Satu

ID: 111 142 069



UNITED INTERNATIONAL UNIVERSITY

Internship Report

On

Employee Enrollment & Assortment Process-

A Survey on

Kazi Farms Group





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Date of Submission:

9th February, 2021

Letter of Transmittal



Date: 9th February, 2021

To
Mimnun Sultana
Assistant Professor
United International University

Subject: Submission of Internship Report on “Employee Enrollment & Assortment Process- A Survey on Kazi Farms Group”.

Dear Mam

I would like to inform you that this report is made on the topic given by you. Though this Internship Report I have tried my level best to present the real picture of the **“Employee Enrollment & Assortment Process- A Survey on Kazi Farms Group.”** I have given enough efforts to prepare the report as per your instructions.

Though I have put my earnest effort to prepare the report, this report may have some loopholes. I hope you will consider those mistakes and this report.

Sincerely yours

.....

Iffat Ara Satu
Id- 111 142 069
Programme- BBA
Major: Human Resource Management
Enrollment- Spring, 2020

Acknowledgement



It is essential to have knowledge about the relationship among theory and practical knowledge. Only then a student can claim himself as a sincere student. Many people helped me a lot to prepare this report on time by giving necessary information. It is the time to thank all those people.

First and foremost, I would like to acknowledge my heartiest gratitude and indebtedness to,

Mimnun Sultan, Assistant Professor of United International University with her guidance, supervision and help in all stages of this report, I am able to carry out my work. Without her critical analysis and suggestion at every step of this report, the report could not have reached its present form.

Secondly, I would like to convey my thanks to **Nitya Michael Costa** Management Trainee, HR of Kazi Farm Group Ltd. and other employees of KFG for providing me with valuable information that was very much needed for the completion of this report.

Finally, although I have given my utmost effort to prepare the report, this report may include some lacking. I apologies for any unintentional mistakes.

Iffat Ara Satu

Id- 111 142 069

Programme- BBA

Major: Human Resource Management

Enrollment- Spring 2020



Executive Summary

An organization one of the essential and main actions are HR actions. “Kazi Farms Groups” HR Department is a perfect place for discovering HR methods. To conduct all HR actions Kazi Farms Group have a brilliant team of management. The HR team of Kazi Farms Group are so committed to their works. Their dedication for work makes it possible to get appropriate people for appropriate position. To sustain satisfactory flow in every steps of enrollment progression their HR team try hard hand soul. This survey report is established on the “Enrollment and Assortment” process of Kazi Farms Group. The vital objective of this report is to know how the “Enrollment and Assortment” progression works. Some other things like to know the HR methods, to acknowledge the hypothetical knowledge. There are two categories data used in report. Through observation, interview, employee survey etc. the primary data’s are collected. Through websites, other articles and internet the secondary data’s are collected. The entire report is truncated in five chapters. The initial chapter delivers; introduction, methodology, rationales of the report. A full overview of Kazi Farms Group is given in chapter two. In chapter three Literature review on Employee Enrollment & Assortment Process in HR Performance is being introduced. Analysis and findings are given in the chapter four. SWOT analysis and brief discussion about the questionnaire are shown here. A survey has been done to take 15 employees as sample through giving them questionnaires, a pie chart has formatted from the data’s has been gathered from the survey, that convey employees viewpoint about the HR arena of the organization. In the last chapter of this report recommendation and conclusion have been given.



Abstract

Purpose- The report is the reflection of my learning from my journey of three years internship. The aim of doing this report is to deeply know about the overall employee enrollment and assortment process of Kazi Farms Group. How they are maintaining the process in step by step is main purpose to do this report.

Approach- This report is prepared in a detailed way. Two types of data have been used in this report. A survey has been done with 15 sample and questionnaire. For collecting data the research has done.

Findings- The employees are quite pleased with Kazi Farms enrollment and assortment process. As in this organization biasedness in term of this process is rare and time managements, salaries, compensation, promotions is quite good for this the employees are quite happy with the organization.

Limitations- Data collection was not easy for this report as this issue is internal for all organizations. Sample size is small and I didn't took any higher position employee as sample for their internal issues. So limitations was there.



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Chapter: 01

(Introduction of the Report)



1.1 Background of the Study:

In this era of business everyone must be very careful while choosing strategy for business. Every organisation has its own suitable policy and unique way of strategy to make their business successful and beneficial. In this predetermined world almost, every companies are using different type of advance system that makes their regular departmental work more effective and assure better output for an Example there are different type of HRIS (Human Resource Information System) that assure better and effective output of HR. Here I basically like to focus on the Impact of Recruitment & Selection process, Working Situation in HR Performance of Kazi Farms Group. To make this report I have basically focus on KFG (Kazi Farms Group). Here I would like to present the following recruitment and for getting the best result from their human resource and to make their employee enforce efficient & as well as productive.

1.2 Scope of the study:

Here I would like to understand the topic of my report which is Employee Enrollment & Assortment Process at Kazi Farms Group for 3 months time of my internship as an internet.

1.3 Objective of the Study:

The report contains two major objectives, they are-

- Primary Objective
- Secondary Objective

1.3.1 Primary Objective

To rectify the causes that creates Employee Enrollment & Assortment Process at Kazi Farms Group.

1.3.2 Secondary objective:

- To identify the various avenues for improving the HRM policies of Kazi Farms Group.
- To understand the HR policy of KFG (Kazi Farms Group).
- To learn the system that is followed by KFG that makes their company leading in Bangladesh.
- To suggest removing those loop holes.
- To acquire in depth knowledge over the human resource department of the Kazi Farms Group.
- To find out the get-out of their existing policy.
- To identify the various avenues for improving the HRM policies of Kazi Farms Group.

1.4 Methodology of the report:

This report is prepared in a detailed and systematic way. Here I used some methods from the beginning with collection of data to interpret, analyse and giving recommendation.

Survey Researched Strategy is being used for collecting necessary data. This Survey is being done with some quantitative question which is filled up by higher level employee of Kazi Farm Group. Here I basically follow Self Administrative questionnaire method where the respondents fill up those questions by themselves.

Here I used Cross Selection Time Horizon, by following this I can assure 14 respondents in a very short period of time.

1.5 Limitations:

There are some limitations exists which is observed during the processing of this report -

- ✓ Sample size is small for conducting data analysis part in KFG.
- ✓ Respondents may not feel to providing answers that present themselves in an uncomfortable method.
- ✓ Error may find in this report because assumptions have been made while the collection of data.
- ✓ Because of some confidential issues failed to gather accurate response.

Chapter: 02

(About Kazi Farms Limited)

2.1 History Of kazi Farms Group:

Before describing about the history here I would like to add about the corporate Information of Kazi Farms Group:

Name of Company:	Kazi Farms Group
Type:	Private
Industry:	Poultry
Founder:	1996
Owner:	KaziZaedulHasan, KaziShahidulHaque
Employees:	KaziZaedulHasan
Corporate Office:	7000
Contact:	Telephone: +880-2-9612290-93, 9612184 Fax number: +880-2-9612185 IP No: +09613606060 Email address: info@kazifarms.com

Kazi Farms Group, one of the popular poultry farms in Bangladesh it beginnings 18 years ago. It was settled in 1996 as a hatchery for bring in eggs; the following year it started its own parental farms. In 2004 production started in their grand-parent (GP) farms. It continues to remain with the latest products as services, considering consumer and client's perspective.



Kazi farms by upholding their reliability across time have been able to preserve customers and clients trust. In 2006 they established the largest and most advanced feed mill in the country, in addition to

Produce breeder feed to meet their own requirements, with technical assistance from Cargill USA and Buhler Switzerland. Kazi Farms Group is the largest grand-parent franchisee of Cobb-Van tress USA for Cobb 500 which is known as world-wide to be the best broiler.

Kazi Farms also have a smaller number of grand-parents of the popular Ross broiler from Aviagen USA. Regarding layer they are the Bangladeshi distributor for Hy-line USA, the world prominent layer breed. They were the first exporter of hatching eggs and day-old chicks from Bangladesh. Kazi Farms Group has established in different locations throughout Bangladesh over 70 broiler parent farms, broiler grand-parent (GP) farms, layer farms, hatcheries, feed mills and sales offices.

Kazi Farms is in a unique stance to understand the interrelationships between nutrition, hygiene and farms care. With their strong science in bio-security capability and their locally rooted consumer inside Kazi Farms can do this. Kazi Farms commits to nations to take on a lead in the farming sector though not only its strong financial position, but also through innovation of products and services. It also ensures creation higher value for its requested customers and shareholders.

The farm has always focused to bring services at the doorways of their customer, and to fetch millions into farming channels those who are outside the mainstream farming area Kazi Farms has continuously invested into its biggest asset, the “human recourse” to step forward with its mission “to be the best performing farm in the country”.

2.2Mission, Vision, Value statements of KFG:

Mission statement:

- Achieving customer satisfaction through producing best quality agro product, required services and contributing to the healthy life style of the people.
- They are responding to the expectations of stakeholders, society and environment at large.
- Improving the quality of working life of all employees, encourage and developing a motivated team of professionals whose mission will be attaining the vision of the organizations.



Vision statement:

- Kazi Farms expand their product and process offerings to align with key customer's needs.
- They will invest in long term strategic partnerships with branded industry leaders who value excellence in quality, food safety, innovations, corporate social responsibility, and talent and facilitate in support of their core business.
- Aggressively, they will manage their reputation and market their brand to attract select customers to their core capabilities.
- They will use their continually evolve systems to help us imagine, develop and refine breakthrough solutions.

2.3 Products and Services of KFG:

Some of the products and services of Kazi Farms Group that make them leading positioned in Bangladesh.

2.3.1 Broiler parent chicks and broiler chicks

Cobb-Vantress USA-

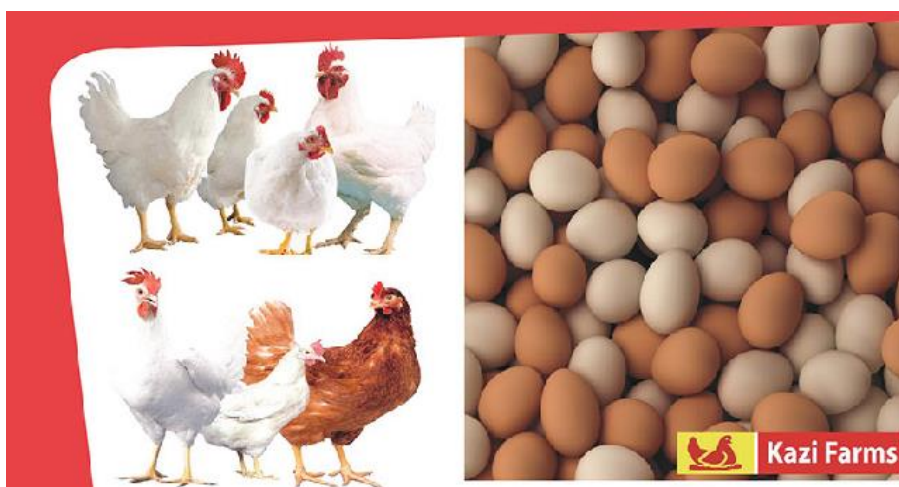
- Known for their Cobb 500 broiler, acknowledged to be the best broiler in the world .
- Here Kazi Farms group is the franchisee of Cobb-Van tress USA
- The Cobb 500 parent and broiler chicks of Kazi Farms Group are considered to be the most excellent performing chicks in the domestic market
- Are sold at a premium over other broiler breeds.



2.3.2 Layer chicks and table eggs

Kazi Farms Group-

- Is the distributor for Hy-line brown and white layers in Bangladesh.
- It must be mentioned that Hy-line International is the eldest poultry breeding company of the world.
- Is the prominent breeders.
- beside this Kazi Farms own commercial layer farms that make it the Largest producer of commercial table eggs in Bangladesh.



2.3.3 Feed

Kazi Farms group is not only known for their hatchery, compost & poultry but Kazi Farms Group expanded its operation into poultry feed manufacture in 2006. It has recognized as a market head in both quality and volume within short time. The Gajaria feed mill uses state-of-the-art sanitizing pellet mills from Buhler of Switzerland, manufacturer of the world's best feed equipment & technologies. By eliminating any possible bacterial contamination from the feed, the Buhler sanitizing pellet mills ensure that poultry farmers experience fewer disease outbreaks and see better outputs.



2.3.4 Bellissimo:

Kazi Food Industries Limited (KFIL) is a recent addition of the Kazi Farms Group. Located in Beron, Ashulia, KFIL produces and sells premium dairy ice cream with minimum 10% milk fat (according to the international standard) under the brand name Bellissimo.



2.3.5 Kazi Farms Kitchen:

A good number of mouthwatering frozen food products are sold under the brand name Kazi Farms Kitchen. All guaranteed to not comprehend antibiotic residues or other food chemical that make the food fresh for long time, as chickens are not fed any antibiotics within 7 days of slaughter, as per international

practice. The meat is also guaranteed to be produced from chickens raised on feed not containing MBM (meat and bone meal) as per European standards. The meat products are also guaranteed to be MSG and nitrate-free, as they do not use any of these chemicals during food preparation.



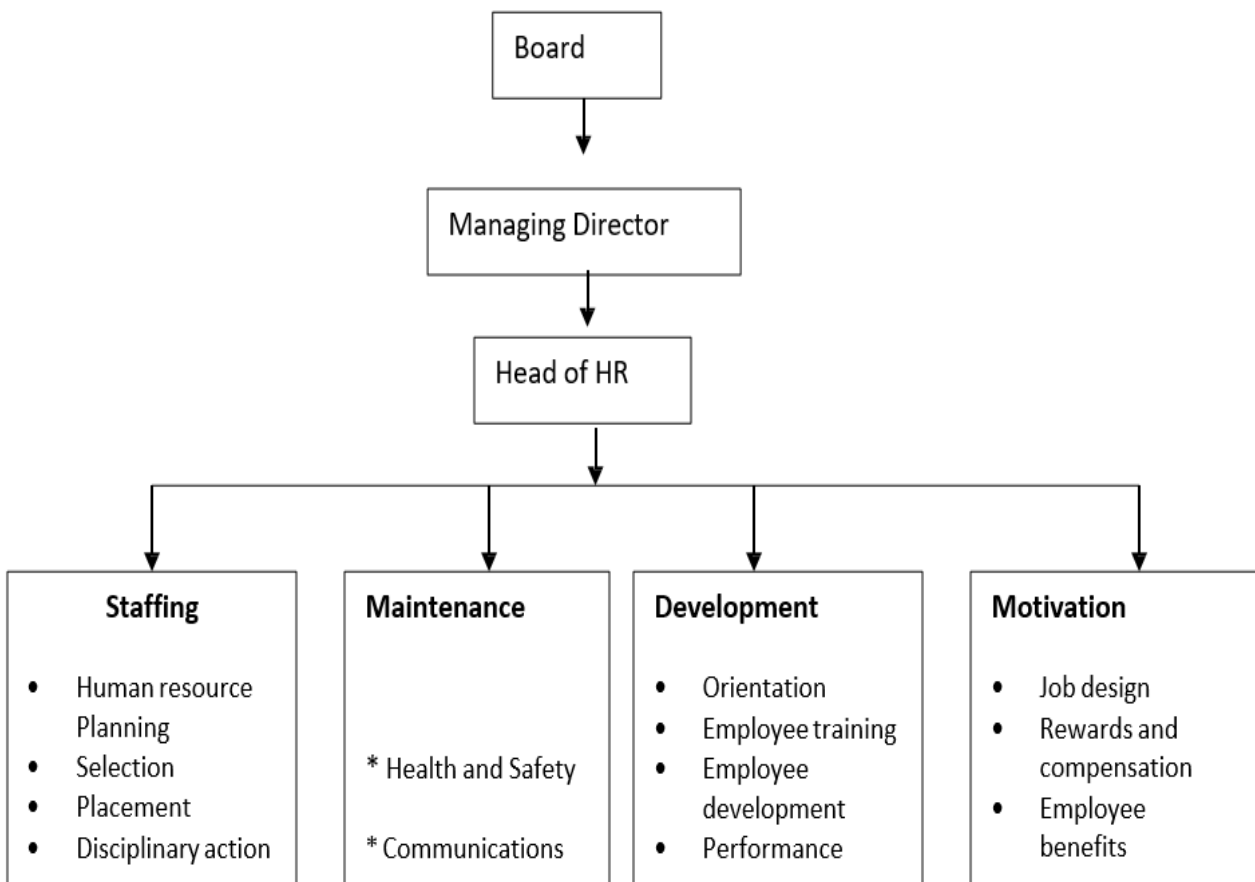
2.4 Associates and Sister Concerns of Kazi Farms Group:

- Kazi Farms Limited (largest poultry house in Bangladesh which is established in 1996)



- Kazi Food Industries Limited - located at Beron in Ashulia, Dhaka (some of its popular brands are Bellissimo, ZaNZee, and Kazi Farms Kitchen.)
- Sysnova Information Systems Limited (IT Company at Dhanmondi, Dhaka)
- Kazi Media Limited (Deepto TV, a private TV channel)
- Central Women's University – the first private university in Dhaka,(Bangladesh for women established in 1993.)
- Kazi Zahurul Huq College (Gopinathpur, Gopalganj established in 2016)

2.5 Organizational Structure of Kazi Farms Group for the department of Human Resource Department:



Chapter: 03

(Discussion of HR Function of the Kazi Farms Limited)

3.1 Literature review

3.1.1 Human Resource Management:

Humans are the most crucial asset for an Organization; if humans are not directed properly all the work functions will get disrupted. To manage these most important assets every organization has their own human resource department. The HR Department or management directly has an influence over the employees of the organization. The more attention the employees get from the management the more they get involved with the organization and because of this department all the workforce work properly, it also makes the employees and workforce efficient because performance appraisal is another important part of HRM, so at the end of the explanation we can say that HR department plays a vital role in the organization.

3.1.2 Human Resource Management Process: This Process basically consists of eight activities which is necessary for staffing for the organization and ensuring high employee performance. The process is sequentially described below:

- HR Planning & Requisition
- Selection
- Orientation
- Training
- Appraisal & Acquisition
- Benefits & Compensation

3.1.3 The Responsibilities of HR Management:

- Suggesting for the improvements for the entire recruitment process and provide support for the related advice.
- Ensuring HR staff addresses to their employee's requests and grievances in a timely manner.
- Ensuring all the HR practices are going through under labor regulations.
- Monitoring HR metrics (e.g. turnover rates and cost-per-hire)
- Setting objectives for the HR team and track progress which also known as performance appraisal.
- Designing and implementing company policies that promote a healthy work environment.
- Organizing for the learning and development programs to monitor HR metrics (e.g. turnover rates and cost-per-hire).

3.2 The Enrollment & Assortment process of Kazi Farms Group:

Recruitment and selection process is an essential function for HRM. It is designed to meet with the most of employee's attractive skill that help an organization to meet the organizational goals. Briefly, it is the process of Attracting candidates, short listing and selecting the right resource for the repletion to devoid place.

Edwin B. Flippo added, *"Recruitment is the process of searching the candidates for employment and stimulating them to apply for jobs in the organization"*.

According to **Robins**, *"The ideal recruitment effort will attract a large no of qualified applicants who will take the job if it is offered. A good recruiting program should attract the qualified & not attract the unqualified. This dual objective will minimize the cost of processing unqualified candidates"*.

3.2.1 The Scope of Enrolment and Assortment

Recruitment and Selection process is very large, and it includes mixture of operations. For any organisation human resources are most important asset. Hiring right resources is the most important part of Recruitment process. Every organization has its own process of recruitment. According to this process organization completes their recruitment and selection segment.

This process includes some operations. That are-

- Recruitment and selection process deal with the situation if there is excess or scarcity in human resources or workforce.
- For different employee require different policy and this process assures which employees need what kind of policy.
- Analyse organisation's policy of recruitment & agreement.
- If there is area where improvement is needed, identify those areas to cover up the need.
- Streamlining the hiring process with suitable recommendations of professionals.

Recruiting the right employees is a very important task for every organization not only recruiting but also choosing the best suitable process of recruitment for effective hiring of resources.

3.3 What is Recruitment?

- Recruitment is one of the most important functions of human resource management. It is process to identify the demand, attract potential employee, short list and select for the required vacancy.
- Recruitment can be done internally within the organization, or from external sources. The recruitment process is done within a specific time period.

3.3.1 Importance of Recruitment

Recruitment has many importance because if the recruitment process is done effectively there will be some advantages for better luck-

- The productivity of the employee may increase
- Good working environment will be created
- Employees will end up with good working relation
- It may reduce organizational dispute.
- Increase overall growth for the organization.

3.3.2 The Purpose of recruitment:

Every department has their own purpose that adds to their organizational development, some are given below:

- It analysis the future situation and current requirement of job.
- It extended the pool of job at the minimal cost.
- It helps to choose the right candidates.
- It helps to reduce the probability of short term employments.
- It manages to meet the organization's social and legal obligations.
- Organisation can identify the right job applicant for the required vacancy.
- Organisations effectiveness may increase for both short time and long-time .
- Various recruitment techniques can be measured effectively.
- This process attracts potential employee to apply for required position.
- Help to identify the present and future demand of the organisation.
- It is a connecting bridge for the employers with the applicant.
- The success ratio of selection process may increase.

3.3.3 Factors That Affecting Recruitment

Recruitment is an essential operation of HRM in every organisation. There are other factors that may hamper the recruitment process. HR professionals should rectify and understand those factors and take necessary steps for the betterment of the organisation. Organisation should observe and analyse the market changes time to time and identifies how the changes can affect the existing resources and take necessary steps to overcome from that future dilemma.

We have Internal Factors as well as External Factors that may create impact to the recruitment process. This are-

a. Internal Factors

Organisation can control their internal factors that may influence their recruitment process. Some internal factors are-

- Size of the organization
- Recruitment policy
- Image of the organization
- Image of the job

Size of Organization

- The size of the organisation has a great influence to the recruitment process. Whenever organisation decides to expand its operations, they require employees. As a result, organization requires more hiring or recruiting and these new employees will be handling the future operations of the organisation.

Recruiting Policy

- Every organisation has some policy following the recruitment whether they hire internally or externally. The policy may different from organisation to organisation. It also creates a huge impact in the recruitment process.

Image of Organization

- Organisation can attract skilled employees if they have good requirement which matches to the market. Organisation can gain good image by maintaining a good relation with public, providing



various public services. If they can enhance their image in the market, they can attain competent and skilled workforce.

Image of Job

- Image of job also plays a vital role in recruitment process like image of the organisation. If jobs have good remuneration, promotion, recognition and good working environment with the opportunities of career development, it will create positive job image and can attract skilful candidates.

b. External Factors

The recruitment process can be affected by the external factors as well. Some of them are-

- **Demographic factors:** The potential employee's age, religion, gender, occupation, economic statuses are considered as demographic factors.
- **Labor market** – Demand and supply of labour are directed by labour market. For example, if there is a need of labour with specific skill but the supply is not sufficient to meet the demand then more effort will be needed for hiring. On the other hand, if supply is higher than the demand, hiring will be much more-easier.
- **Unemployment rate** – If in any specific area unemployment rate is high, hiring new labour will be easier and simple for them. Because there will be more applicants search for job. On the other hand, if the rate of unemployment is lower, hiring will be difficult as there is few numbers of resources.
- **Labor laws** – Labour laws are established by the central and state government. Social and political environment are also controlled by the labour laws. Labour laws include compensation, working environment, safety, health regulations for different position. Whenever the government changes, the laws will also get changed.
- **Competitors** – competitors are one of the important external factors. There are many organisations in the industries whose are compete with each other. For hiring the best employee's organisation have to give a hid to their competitors. Organisation should offer better deal than their competitor.

3.4 Recruitment Process& Planning:

Recruitment is a process of attracting the skilled candidates for the Right positions in an organization. It helps to find out those candidates who have the abilities, skills and attitudes that are required for the organisational development.

It is a process of rectifying vacancy in the organisation after that analyse the requirement of job, evaluate the applicant, short listing and select the right person for right position.

3.4.1 Recruitment Process

For creating an efficient workforce recruitment process is the initial step. It is a systematic process from sourcing the resources to arranging and conducting interviews and finally selecting the right candidates for the right position with required skills.

3.4.2 Recruitment Planning

Recruitment planning is the first step of recruitment process. In this step, the vacant positions are analysed and described. It includes job details, education, experiences which are needed for the vacant post.

Recruitment planning is necessary for the organisation. So that they can attracts and retains the employees. The candidates should be skilled, efficient, qualified enough to achieve the organisations objective.

3.4.2.1 Identifying Vacancy

The first step of recruitment plan is rectifying the vacancy in the organisation. Different department send requisition to HR. Requisition form contains-

- Number of posts that need to be filled
- Number of positions that recently observed
- Duties and responsibilities that need to be performed
- Qualification and experience that required



When a vacancy is identified, it is the responsibility of HR department to find out whether the position is required or not, permanent or temporary, payment is full-time or part-time basis etc. before the recruitment this things need to be evaluated. Organisation should have proper planning to select the right employees.

3.4.2.2 Job Analysis

Job analysis is a process of identify the duties for that particular job. Job analysis is done so that employee can know their responsibilities what they have to perform. When employee will know their duties properly it can increase their productivity.

The following steps are important in analysing a job –

- Collecting the job related information
- Creating job description based on the information
- Determining the skills, knowledge and skills, which are required for the job
- With the help of Job Analysis Job Description and Job Specification are made.

3.4.2.3 Job Description

Job description is an important document for the recruitment process. It is detailed in nature. It consists of the final statement of the job analysis. For a successful recruitment process job description has no other substitute.

It includes the information which is related to the job. An employee can get a clear idea about what he need to do to meet the job descriptions requirements.

Job description is made for conducting the following-

- Classification and positioning of the jobs
- Placing and orientation of new resources
- Promotions and transfers
- Describing the career path
- Future development by polishing the work standards

A job description provides information on the following elements as well –

- Job Title / Organization Position / Job Identification
- Location of the job
- Brief of the job with details
- Duties for the position
- Health Hazards
- Machines, Materials and Equipment
- The process followed for supervision
- Working environment for organisation
- Job Specification

Job specification basically focuses on employee's physical, mental, emotional specification before HR team decided to hire a candidate. At first a list is prepared based on which jobs are available in the organisation. Then, the details of the jobs are identified and prepared a list based the information.

This information consists of –

- Physical specifications
- Mental specifications
- Physical features
- Emotional specifications
- Behavioural specifications

A job specification document provides information on the following elements –

- Education
- Training and development
- Knowledge
- Planning of career
- Job Evaluation
- Skills requirements
- Work responsibilities
- Emotional characteristics

3.5 Recruitment Strategy

Recruitment strategy is the second step of the recruitment process. It is established for recruiting the candidates. After job descriptions and job specifications, a strategy is must to recruit the qualified employee.

To prepare recruitment strategy, HR team required-

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

It is a long process to establish a recruitment strategy. But it is necessary for an organisation to attract and select the right workforce.

3.5.1 The steps involved in developing a recruitment strategy is given below-

- Setting up team which is like a board.
- Analysing HR strategy
- Collection of available information
- Analysing the collected information
- Setting the recruitment strategy
- Searching the Right Candidates

3.5.2 Sources of Requirement:

Based on the job requirements searching process is done. Searching process is made for find out the required candidates. It is done after the recruitment strategy. There are two steps in this process-

- **Source activation** – when the line managers give requisition and permission about the current vacancy, search for right candidates will start.
- **Selling** – In this steps organisation take the help of media by which they can communicate and attract the candidates for the vacancy.



Searching process attracts the job applicant to apply for the required position. There are two types of sources-

- Internal Sources
- Internal Sources

3.5.1.1 Internal sources of recruitment refer to hiring employees within the organization through:

- Promotions
- Transfers
- Former Employees
- Internal Advertisements (Job Posting)
- Employee Referrals
- Previous Applicants
- External Sources

3.5.1.2 External sources of recruitment refer to hiring employees outside the organization through:

- Direct Recruitment
- Employment Exchanges
- Employment Agencies
- Advertisements
- Professional Associations

3.5.1.3 Campus Recruitment

- Word of Mouth
- Screening / Short listing

Screening is an essential step of recruitment process. It helps to rectify the unskilled and unqualified candidates. In screening process organisation remove the candidates who are not eligible for the position. This process has three steps-

3.6 Reviewing of Resumes and Cover Letters:

- **Step 1:** Reviewing is the first step of screening candidates. Candidate's resumes are being checked; their education, work experience and overall background are being observed.

While observing the resumes, to ensure better screening of right candidates an HR must follow-

- Reason for change of job
 - Longevity with each organization
 - Long gaps in employment
 - Job-hopping
 - Lack of career progression
 - Conducting Telephonic or Video Interview
- Step 2: The second step of screening candidates is taking interview through telephone or video. After the resumes screening, the hiring manager or HR manager contact with the candidates through phone or video. There are two outcomes-
- ❖ Verify if candidates are active and available at that particular time.
 - ❖ It provides a quick clear-sightedness about the candidate.
- Step 3: **Identifying the top candidates:** It is the third step of the screening process. In this process, the best resumes are get selected. The candidates who have the skill, knowledge, ability to match with the job requirement are shortlisted than HR team choose the right candidate within the short list.

This process has the following three outcomes:

- 10 to 15 resume are shortlisted
 - Hiring manager can get idea and recommendation
 - HR team can hire right employee
- **Step 4: Evaluation and Control:** It is the last step of the process. Here the recruitment process is evaluated frequently and control the unwanted situation. Recruitment process is costly. So it is necessary to evaluate continuously, so that organisation doesn't have to conduct the process again and again.

The cost includes are-

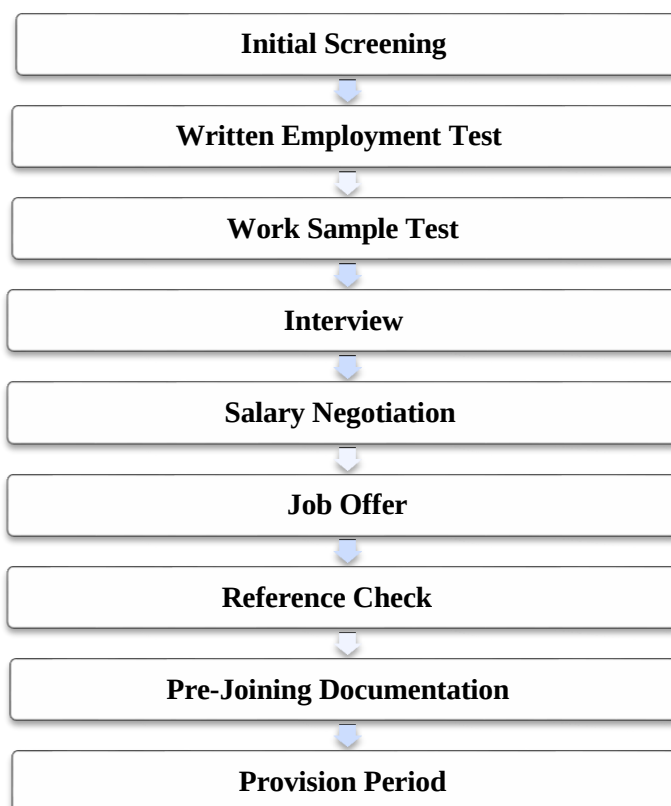
- Recruiters salary

- Agency and advertisement cost
- Overtime cost
- Cost incurred in recruiting suitable candidates for the final selection process
- Administrative cost

3.7 What is selection?

Selection is the second stage of the recruitment and selection operation. It may be find as the process of choosing the best one from among the number of candidates. The selection process is a series of specific steps used to decide which recruits should be hired. The process begins when recruits apply for employment and ends with the hiring decision.

The Current Selection Process of KFG:





3.7.1 Initial Screening:

This process generally starts with initial screening- choosing from the CV's that fulfill the specific requirements. After a vacancy is announced and CV's are already collected from different internal and external sources.

3.7.2 Written Employment Test:

After the initial screening, next step is the written employment test. In KFG, written test is applicable for assessment of all entry level positions. The written test is taken mostly to check the candidate's knowledge on the subjective matter for which he is to be taken and also to check his written communication skill.

3.7.3 Word Sample Test:

Word sample tests require the applicant to perform tasks that are actually a part of the work required on the job. The tests are carefully conducted by the IT Division to include the major job functions

3.7.4 The Interview:

For entry level positions, the next step of the process is the comprehensive interview that is usually conducted by a panel comprising of the Managing Director, Additional Managing Director,

Deputy Managing Director and the Head of Human Resources Division. The interviews are always unstructured and each interviewer grades the candidate based on motivational level, communication skill, confidence, how he handles difficulties etc.

3.7.5 Salary Negotiation:

For the entry level positions, the salary is fixed. For other lateral entries, the Head of HR department negotiates the salary with the suitable candidate whenever necessary. The negotiation for suitable designation also takes place during this phase.

3.7.6 Job Offer:

The Head of HRD offers the job to the selected candidate after the final approval is obtained. The Managing Director is the sole signing authority of any appointment letter up to Additional Managing Director, Non-Management and all contractual employees if any other person is authorized for special reason. The Chairman of the Board of Directors is the sole authority to sign appointment letter for the post of Managing Director.



3.7.7 Reference Check:

Reference checks allow obtaining information and opinions 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. The opinion of a referee who has worked can for an extended period is likely to be more accurate than the assessment from one to two hours of interviewing.

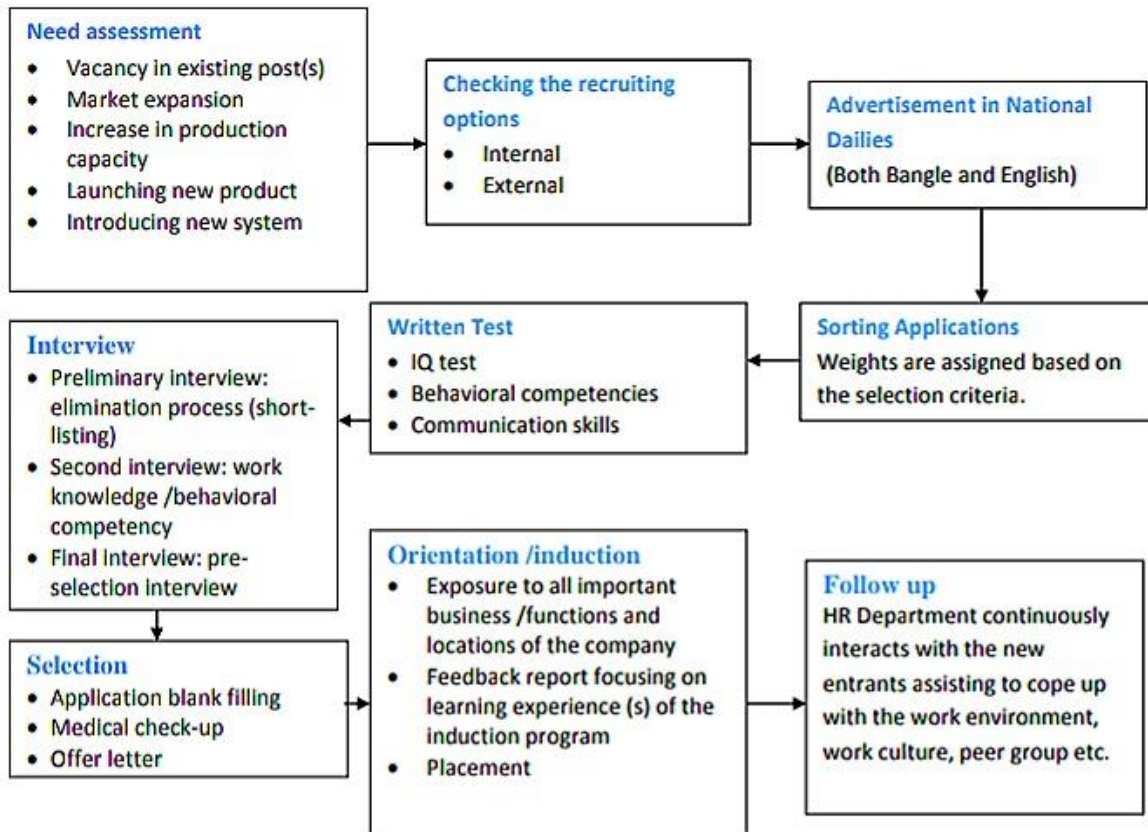
3.7.8 Pre-joining document:

The following documents are obtained from the candidate prior to his joining. Officers of Human Resource Division are responsible for the following documents:

- Five Years Bond on part of the MPO.
- Medical Report from the Designated Hospital.
- Verification of all certificates.
- Copy of Last Education and Professional certificates.
- Filled up setup papers (Service Recodes, Declaration of Fidelity, Employee Profile)
- Six copy passport size photo.

3.7.9 Provision Period:

Finally that employee who doesn't have any experience must have to go from a privation period. It's for a short span of time like for 2/3 month. But those who are skilled and have experience doesn't need it at all.



Chapter: 04

(Analysis and Finding for Kazi Farms Group)

4.1 Descriptive Analysis:

Department Male: 9 out of 15

Department Female: 6 out of 15

Age Average: 26-37

Particular	Strongly Disagree (1)		Disagree (2)		Neutral (3)		Agree (4)		Strongly Agree (5)	
		%		%		%		%		%
1) “Kazi-Farms” clearly defines job specification and description in job promotion to get right HR at right place.	2	10%	0	0%	2	10%	8	40%	3	15%
2) “Kazi-Farms” propose ideas like “Come Grow with us” & “Learning Environment” to increase their HR performance”.	1	5%	1	5%	1	5%	8	40%	4	20%
3) “Kazi Farms HR Team act as a consultant to assure the quality of applicant pre-screening process to get highly qualified employees.	0	0%	1	5%	7	35%	4	20%	3	15%
4) Preferences of top managements personal references in Recruitment process creates barrier for an organization.	0	0%	3	15%	2	10%	7	35%	3	15%



5) Direct recruitment & selection process is time consuming than outsourcing to gather fruitful HR	0	0%	3	15%	3	15%	9	45%	0	0%
6) The Resume screening and short listing method is useful to get effective employee.	1	5%	0	0%	1	5%	7	35%	6	30%
7) Recruitment & selection process of this company is costly which creates impact on budget of HR department	0	0%	5	25%	3	15%	7	35%	0	0%
8) Innovative ideas are adopted in selection process to acquire effective HR.	0	0%	2	10%	5	25%	6	30%	2	10%
9) They did not compromise with any of the criteria in the recruitment and selection process to get potential employee.	0	0%	1	5%	6	30%	5	25%	3	15%
10) HR Department should make necessary changes to the process of recruitment and selection if necessary to improve employee performance.	0	0%	0	0%	1	5%	9	45%	5	25%
11) Their HR maintains a sufficient pool of quality “protected Class” applicants so that they can use it when they need more potential employees.	0	0%	0	0%	2	10%	13	65%	0	0%
12) “Kazi Farms” plays a vital role in the selection process to obtain productive employee.	0	0%	1	5%	7	35%	5	25%	2	10%



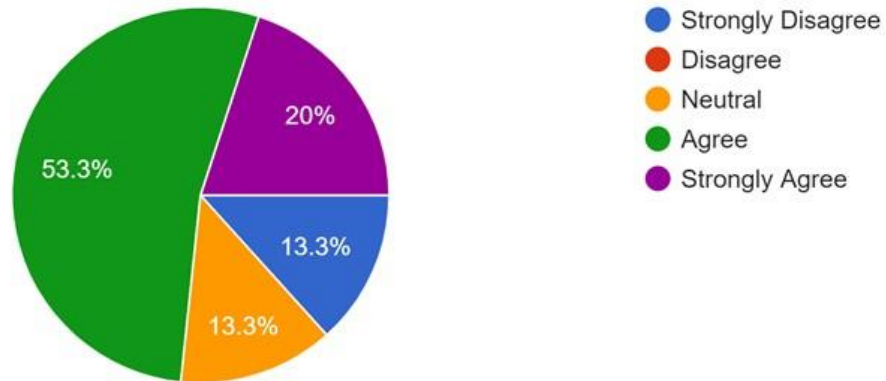
13) Kazi Farms will accepts candidates from non-traditional sources if necessary to maintain good HR performance	0	0%	2	10%	4	20%	6	30%	3	15%
14) Different recruitment process is applicable for different grade of employees to select the best people for the organization.	0	0%	1	5%	3	15%	7	35%	4	20%

4.2 Questionnaire Analysis:



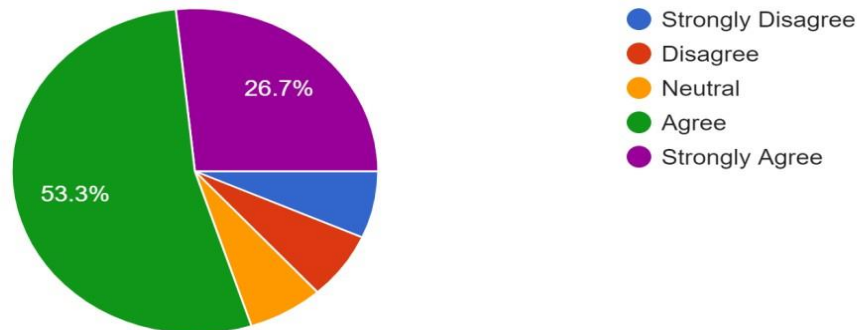
1) "Kazi Farm" clearly defines job description and specification in job advertisement to get right HR at right place.

15 responses



2) “Kazi Farm” propagates idea like “Come Grow with us” and “Learning Environment” to increase their HR performance.

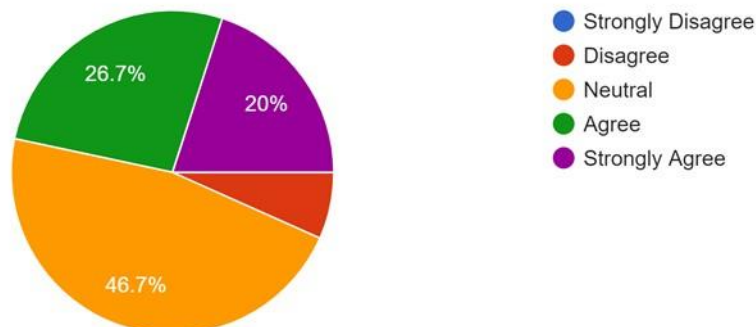
15 responses



Kazi Farms always patronage new employees. They are willing to provide a learning environment so that employees might not feel that they are like other machines perhaps they will explore & learn something new every day that’s why more than 50% employees do agree on this statement.

3) “Kazi Farm’s” HR Team act as consultant to enhance the quality of applicant pre-screening process to get highly qualified employee.

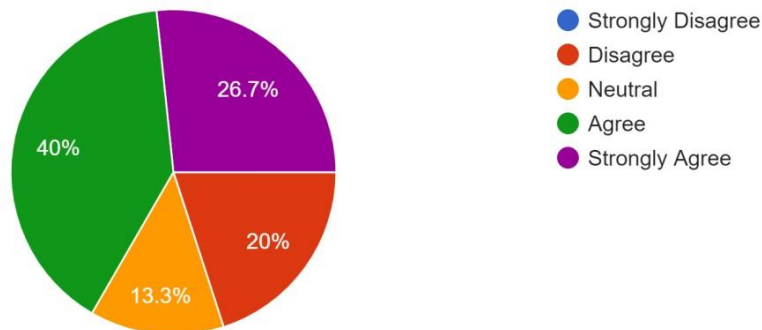
15 responses



Learning and development is a part of HR now-a-days, but if the term consultant comes that it’s not related with learning. Sometimes employees might feel that in pre-screening process the authority act as consultant but that just not always happen. So here most employees are in the neutral position.

4) Preferences of top management's personal references in Recruitment process create barriers.

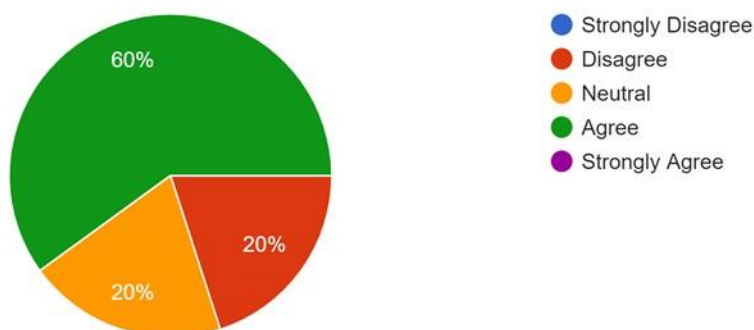
15 responses



Biasness is very much unethical in every organization. If I talk about my survey than here 40% agreed & 26.7% strongly agreed that the top management put their personal reference in recruitment process. Which will definite creates barrier.

5) Direct recruitment and selection process is time consuming than outsourcing to acquire fruitful HR.

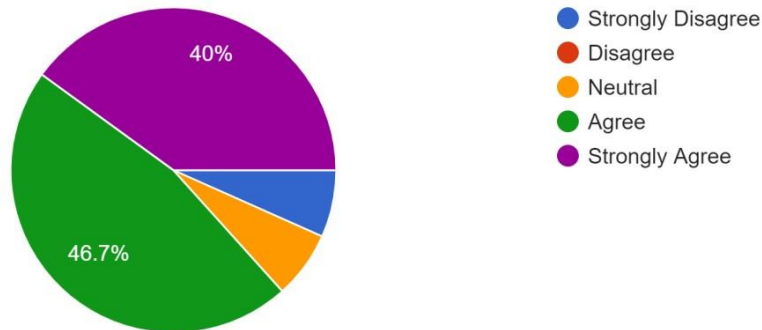
15 responses



Direct recruitment process must have to gone through a lot of procedures. Each and every steps must have design & perform sophisticatedly, which is very time consuming. In other case if employees can be recruited from outsourcing that it needs very little time to find out high skilled employees.

6) The Resume screening and shortlisting method is useful to obtain effective employee.

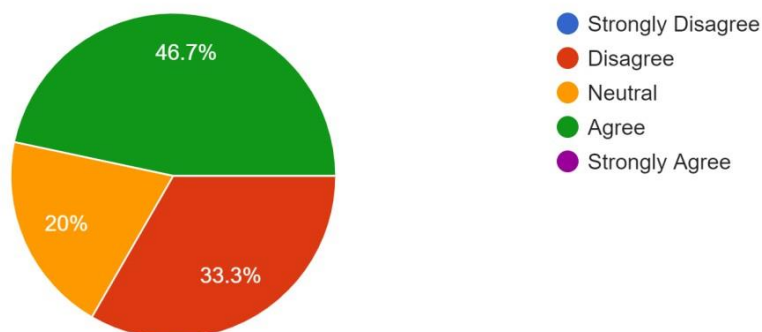
15 responses



It is very obvious that in a re-known organization like Kazi Farm, lots of Cv's are dropped every day in job purpose. The HR teams try from their heart & soul to find out the best of best among those applicants. That's why the % of agree & strongly agree is very high in this point.

7) Recruitment and selections process of this company is costly which create impact on budget of HR department.

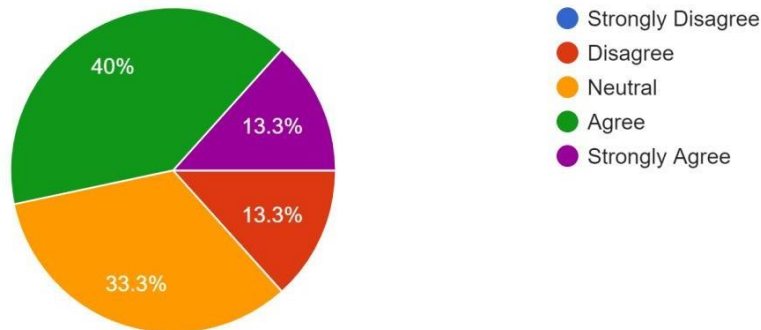
15 responses



Recruitment & selection process need some financial support like to create an interview session there have to be some light snacks, written examination needs paper, pen etc. There is also medical check-up system, provision period system. So by considering this type of factors 46.7% of the employees agree on this point. But sometimes the factors can be ignored or can be taken so simply that it might look requirement system doesn't cost much that's why 33.3% disagree with the statement.

8) Innovative techniques are adopted in selection process to acquire effective HR.

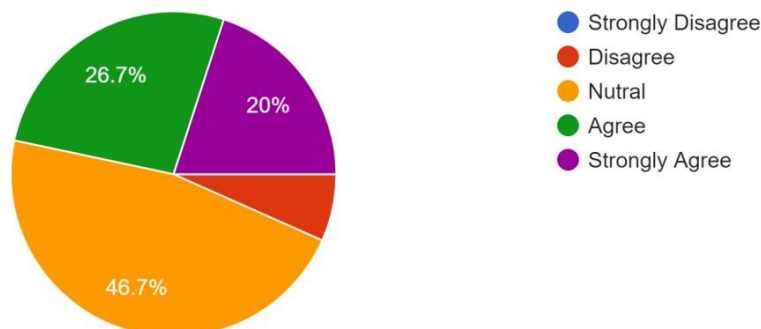
15 responses



Recruitment and selection process is continuing from the very beginning of the industrialization. It is changing day by day, new technologies and innovation are introducing in it. Some organizations bring so much unique or innovative methods. Kazi Farms is also trying to adopt unique process but not with too much updated version.

9) They did not compromise with any of the criteria in the Recruitment and selection process to get potential employee.

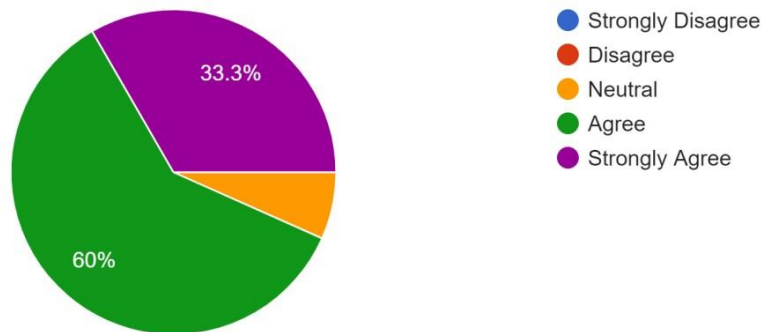
15 responses



No human being in this universe is 100% perfect. Every person has some lacking. So in the point of view of this statement the employees of KFG answer neutrally. Because sometimes they might compromise in some cases sometimes they might not.

10) HR department should make changes the process of recruitment and selection if necessary to improve employee performance.

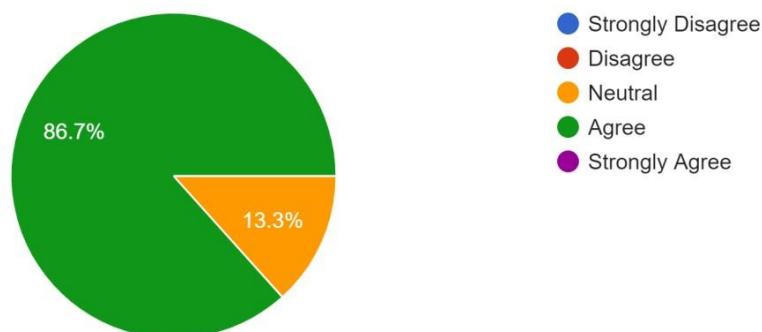
15 responses



Based on this statement majority of the employees 60% agreed & 33.3% strongly agreed. Changes is a part of peoples life so if an organization want to achieve the highest position it must have to change its policies over time to adjust with the situation.

11) Their HR maintains an adequate pool of quality “protected class” applicants so that they can use ...n they need more potential employees.

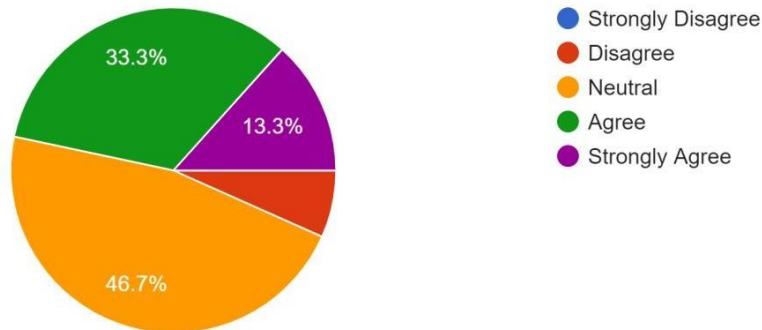
15 responses



Their HR maintains an adequate pool of quality in this statement 86.7% employees agreed. None of the employee disagreed on this point. As KFG is a big organization so they always try to maintain a protected class so they can maintain an adequate pool.

12) “Kazi-Fram’s” plays an affirmative action in the selection process to obtain productive employee.

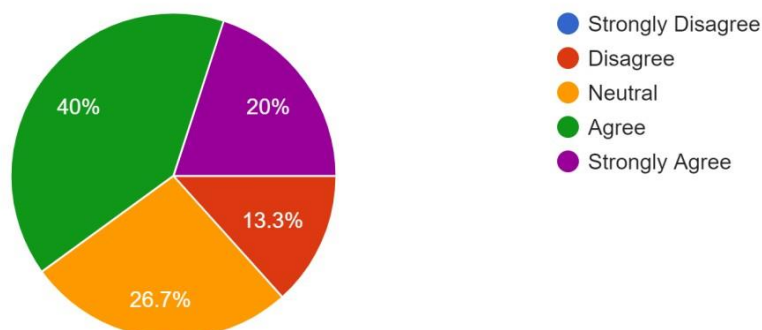
15 responses



Kazi Farms always looks for productive employees. But due to some reasons sometimes the recruitment process might not obtain the expected level. For that reason 46.7% employees here are confused about it that’s why more person neutral with this statement.

13) Organization will accepts candidates from non-traditional sources if necessary to maintain good HR performance.

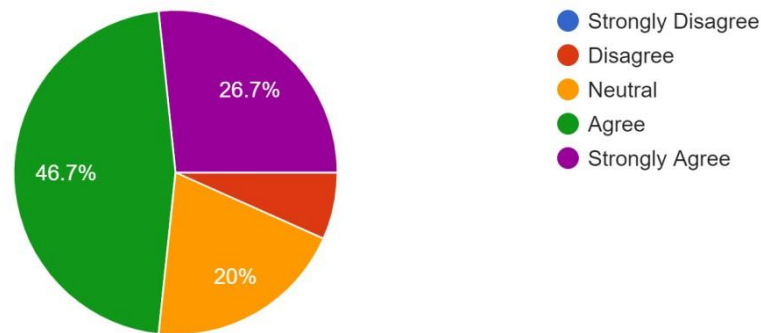
15 responses



This statement came with a difference or mix type of answer. If KFG gets opportunities than some think they will surely accept employees from non-traditional sources, some are in nature.

14) Different recruitment process are applied for different grade of employees to select best people for the organization .

15 responses



In an organization there is a hierarchy from top to bottom. To hire a top level employee the recruitment & selection process will be different than selecting a mid-level or low level employee. So for that reason different process are applied in their selection process for different groups. 46.7% employees do agree on.

4.3 Brief Discussion about Survey Questionnaire:

1. The First question they asked about their job description & job specification. 53.3% of their employees do agree where 20% strongly agree with the statement that when KFG distributes a job circular the job description & job specification are on it properly.
2. Kazi Farms always patronage new employees. They are willing to provide a learning environment so that employees might not feel that they are like other machines perhaps they will explore & learn something interesting every day that's why more than 50% of their employees do agree on this statement.
3. Learning and development is a part of HR now-a-days for more efficient work, but if the term consultant comes that it's not related with learning. Sometimes employees might feel that in pre-screening process the authority act as consultant but that just not always happen. So here most employees are in the neutral potion.
4. Biasness is very much unethical in every organization. If I talk about my survey than here 40% agreed & 26.7% strongly agreed that the top management put their personal reference in recruitment process. This will definitely create barrier for this organization.
5. Direct recruitment process must have to gone through a lot of procedures. Each and every step must have design & perform sophisticatedly, which is very time consuming. In other case if employees can be recruited from outsourcing that it needs very little time to find out high skilled employees and workforce.
6. It is very obvious that in a re-known organization like Kazi Farms, lots of Cv's are dropped every single day regarding job purpose. The HR teams try from their heart & soul to find out the best of the best among those applicants. That's why the max level of employee agree& strongly agree is very high in this point.

7. Recruitment & selection process need some financial support like to operate an interview session there have to be some light snacks, written examination needs paper, pen etc. There is also medical check-up system, provision period system. So, by considering this type of factors 46.7% of the employees agree on this point. But sometimes the factors can be underestimated or can be taken so simply that it might look requirement system doesn't cost much that's why 33.3% disagree with the statement.
8. Recruitment and selection process are established from the very beginning of the industrialization. It is changing day by day; new technologies and innovation are encouraging in it. Some organization brings so much unique or innovative methods. Kazi Farms is also trying to adopt unique process but not with too much updated version.
9. No human being in this universe is 100% perfect. Every person has some lacking. So, in the point of view of this statement the employees of KFG answer neutrally. Because sometimes they might compromise in some cases sometimes they might not.
10. Based on this statement majority of the workforce 60% agreed & 33.3% strongly agreed. Changes is a part of people's life so if an organization want to achieve the highest position it must have to change its policies over time to adjust with the situation or for going with the flow.
11. Their HR maintains insufficient pool of quality in this statement 86.7% employees agreed. None of the employee disagreed on this point. As KFG is a big organization so they always try to assure a protected class so they can ensure an adequate pool.
12. Kazi Farms always looks for productive employees. But due to some causes sometimes the recruitment process might not obtain to the expected level. For that reason, 46.7% employees here are confused about it that's why more person neutral with this statement.

13. This statement came with a difference or mix type of answer. If KFG gets opportunities than some think they will surely accept employees from non-traditional sources, some are in natural position.
14. In an organization there is a hierarchy from top to bottom. To hire a top level employee the recruitment & selection process will be different than selecting a mid-level or low level employee. So for that reason different process are applicable in their selection process for different groups. 46.7% employees do agree on this. 20% neutral & only 6% disagree on this issue.

Chapter: 05

(Recommendation and Conclusion)

Recommendations:

- ✓ Reduce the work pressure which is assured by HRD to recruit the efficient manpower.
- ✓ In the Job advertisement the HR department of KFG can mention their pay structure in a detail way.
- ✓ The company can go for campus selection so that highly educated fresheners could get a chance to this renowned organization.
- ✓ Provide some motivational or recreational activities
- ✓ Online recruitment system should have to be more updated and systematic.
- ✓ HR recruitment and selection process should be designed to attract more efficient workers for the organization for improvements.
- ✓ The organization should focus on their internal political issues; need to solve this problem because it might hamper their goodwill and image.

Conclusion:

In this modern era business is changing rapidly by the passing of time. The competition is getting much more challenging. So, to cope up with this competitive changing world every organization must have to apply its own unique theories, ideas & process. This report is based on 3 months internship period on kazi farms group (KFG). The major focus of my internship report is to complete BBA program as well as to get familiar with the "selecting & recruitment" process of kazi farms. This report basically contains 5 parts they are introduction it contains the information such as objective of the report, scopes of the report, rational, sources, limitation. The 2nd chapter of this report is company profile, which represent the descriptive view of Kazi farms group. The 3rd chapter is HR practices which represent the literature review, & the HR policies and practices based on mainly selecting & recruitment theme that have been used in kazi farms group. The 4th & most important chapter of this report is Findings & Analyze. The finding parts of this report have been conducted through a questionnaire survey on employees of kazi farms group. By collection of the answer of the questionnaire analysis part have been made which



basically representation of what the employees think about a particular topic, then the answers were decorated through a pie chart. The final part is basically for recommendations and conclusion. Kazi farms group is a very renowned organization now days, despite being in a good position they have some problems or difficult issues. So to reduce problems or to maintain a good position in market the company should give more emphasize on their product and service quality. As well as they should recruit more educated, energetic, skilled employees than their competitors. As we all know humans are the main asset of an organization.

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Appendix:

Organization- Kazi Farms

Department- Human Resource (HR)

Statements	Rating				
	Strongly Disagree (1)	Disagree (2)	Neutral (3)	Agree (4)	Strongly Agree (5)
1) “Kazi-Farms” clearly defines job description and specification in job advertisement to get right HR at right place.					
2) “Kazi-Farms” propagate ideas like “Come Grow with us” & “Learning Environment” to increase their HR performance.					
3) “Kazi Farms HR Team act as a consultant to enhance the quality of applicant pre-screening process to get highly qualified employees.					
4) Preferences of top managements personal references in Recruitment process creates barrier..					
5) Direct recruitment & selection process is time consuming than outsourcing to acquire fruitful HR					
6) The Resume screening and short					

listing method is useful to obtain effective employee.					
7) Recruitment& selection process of this company is costly which creates impact on budget of HR department					
8) Innovative techniques are adopted in selection process to acquire effective HR.					
9) They did not comprise with any of the criteria in the recruitment and selection process to get potential employee.					
10) HR Department should make changes the process of recruitment and selection if necessary to improve employee performance.					
11) Their HR maintains an adequate pool of quality “protected Class” applicants so that they can use it when they need more potential employees.					
12) “Kazi Farms” plays an affirmative action in the selection process to obtain productive employee.					
13) Organization will accepts candidates from non-traditional sources if necessary to maintain good HR performance					

14) Different recruitment processes are applied for different grade of employees to select best people for the organization.					
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