



AN INTERNSHIP REPORT ON

The Recruitment and Selection Procedures of Kazi Farms Group

**BBA PROGRAM
SCHOOL OF BUSINESS AND ECONOMICS
UNITED INTERNATIONAL UNIVERSITY**

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AN INTERNSHIP REPORT ON

The Recruitment and Selection Procedures of Kazi Farms Group

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Letter of Transmittal

28th November, 2019

To

Prof. Dr. Farid A Sobhani

Professor

School of Business and Economics

United International University

Subject: Submission of Internship report.

Dear Sir,

You will be glad to know that I have recently prepared my internship report on '***The Recruitment and Selection Procedures of Kazi Farm Limited***' in accordance with your instructions. I hope I could have made the study informative.

I want to ensure that all the information used in the report are valid and taken from relevant sources. I find this report very interesting & useful as it directly connected to my HR field. I have tried my best to build an effective and credible relationship.

The report contains detailed studies on recruitment and selection processes and outlines how they can be implemented in practice. Here, I collected information from various sources, such as annual reports, books, websites and real interviews with my supervisor at "Kazi Farms Ltd". I would also like to thank you for your support and patience, and for the opportunity to dedicate myself to reflective and relevant human resources research topics.

I therefore pray and hope that your honor would be kind enough to accept my internship report and oblige thereby.

Sincerely Yours,

Khadiza Tun Nishat

ID: 111 151 214

BBA Program

United International University

Acknowledgements

Many people helped me prepare this report on time by providing the necessary information. It is time to thank all these people.

At the very beginning, I want to thank my Almighty Allah for all the blessings I've received till now. I also want to thank my parents for being tolerant and supporting me to complete my undergraduate from United International University.

I would like to thank ***Prof. Dr. Farid A Sobhani, Professor, School of Business and Economics, United International University***, for his guidance, supervision, and help in all stages of the work. Without his critical analyses and recommendations at each stage of the report, this report would not have reached its present form.

I would like to show my gratitude to **Syeda Aysha Zaman, manager of the Kazi Farms group**. And other KFG employees have provided me with the valuable information needed to complete this report.

Last but not least, although I have done my best to prepare this report perfectly, it may not be enough. I apologize for any unexpected errors that are missed from my concentration.

Abstract

The internship report is a pre-requirement to be submitted into the given time period to obtain the BBA degree from United International University. It was a great opportunity for me to get a chance to work as an intern in Kazi Farms Group. After joining the organization, I have experienced very closely the recruitment and selection procedures of the Kazi Farms Group. Therefore, I have chosen to prepare the report on “The recruitment and selection process of Kazi Farm Group”. The study aims to analyse and disclose five parts. The objectives are (a) to conceptualize the recruitment and selection process; (b) To describe the company profile in brief. (c) to analyse the Recruitment process of Kazi Farms Group; (d) to analyse the procedures of how the farm select among the eligible candidates; (e) to recommend few recommendations for the betterment of recruitment and selection process of KFG.

The First chapter of the report discusses the introductory parts of the study that contains origin of the study. Objectives, scopes, methodology of the study and limitations that I have faced while preparing the report. The second chapter is about the company profile of KFG where history of the farm, its mission, vision, core values, products and services are discussed. The next third chapter analyses and reveals the recruitment and selection procedures of Kazi Farms Limited. Chapter four contains the findings of the study, recommendations based on my practical experiences by working in Kazi Farms Group and from the academic knowledge of Human Resource Management, for the betterment of the organization.

The findings of the study show the entire KFG’s recruitment and selection process, from the work analysis process to the orientation and monitoring programs. There are five evaluations are carried out to analyse the job offer. In the case of a vacancy, the human

The Recruitment and Selection Process of Kazi Farm Group

resources department of Kazi Farms Group seeks two options to gather information on eligible candidates. The hiring options are internal and external. There is an additional option where KFG generally recruits its entry-level employees, hiring from the university campuses. After collecting the CVs of the candidates, the HR department calls them for an interview by phone/video conference to identify their skills, knowledge, and experiences. After ordering the CVs, the selection process begins in KFG, which includes nine steps (explained the chapter three) to select the appropriate candidates.

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CHAPTER ONE

INTRODUCTION TO THE STUDY



1.1 Background of the study

Today's leading organizations clearly demonstrate the importance of organizational staff. Southeast Airlines talked about Herb Kelleher, Microsoft talked about Bill Gates, and Toyota showed a dynamic and creative staff and teamwork. All this demonstrates that the company is not really managing money, technologies or machines, but employees with innovation and expertise. Southeast Airlines' main competition is nothing but a highly dedicated and motivated workforce dedicated to maintaining the leadership of the organization, led by Herb Kelleher (Hill and Jones, 202). To achieve the same great success as Toyota, a well-designed staff must have an attitude of innovation, contentment, skills, dedication and hard work. On the other hand, the best innovations or technologies can fail if they are performed by an employee who is dissatisfied, unwilling and not efficient. Therefore, it is very important to focus on hiring, developing and motivating the employees of a company. What human resources can do for the organization, nothing else can be done. Human resources play a key role in the success of any organization. However, only people who are trained and developed to help achieve organizational goals can be human. They need to adopt appropriate employee development plans for their training and development. These initiatives should be undertaken primarily by management and human resources. One of the main goals of human resources is to recruit the right people in the right place to achieve the missions and vision of the organization.

Therefore, the report is prepared to demonstrate the "Recruitment and Selection Procedures of Kazi Farm Group" during a three-month internship program after completing twelve semester-long business courses in the BBA program at United International University. During the internship program, a student will have to resort to the research field of any company for top-down research. This report is the result of an internship issue provided by my esteemed internship supervisor as well as my course faculty, **Farid A. Sobhani, Professor, School of Business and Economics, United International University** and Human Resources Division of Kazi Farms Group.

1.2 Objectives of the Study

The objectives are the aims for what I'm preparing the study in time. The objectives of the study can be separated into two broad parts. They are:

1.2.1 Major objectives

The major objective of this study is to know about the recruitment and selection procedures of the Kazi Farms Group and to look for areas for further improvement.

1.2.2 Specific objectives

The Specific objectives of the study are listed below:

- a. To conceptualize the recruitment and selection process of Kazi Farms Group;
- b. To analyse the Recruitment process of Kazi Farms Group;
- c. To analyse the procedures of how the farm select among the eligible candidates;
- d. To recommend for the betterment of recruitment and selection process of KFG.

1.3 Rationale of the study

I worked as an intern at Kazi Farms Group and while I was working there, I tried to complete the internship report. The report contains all the detailed information on the recruitment and selection procedures of the Kazi Farm group. This report provides a narrative description of the recruitment and selection of Kazi farms. It also explains the nature and purpose of the human resources division, and how it works. As a fully commercial private enterprise, Kazi Farms Group (KFG) is led by a highly professional and dedicated human resources team with extensive experience in human resources management. The Human Resources Division of Kazi Farms Group concentrates on recruitment and selection procedures, as it believes that hiring the best employee in the business can improve the farm's growth and that the right candidate can perceive understanding and anticipating the needs of the business customers. However, as the information in the human resources division is confidential and sensitive, I tried to build this study using the information available.

1.4 Methodology of the study

The methodology of the report is completely different from the traditional method. I collected data based on actual observations. However, this report does require primary and secondary information. Therefore, the sources of that information are listed below:

1.4.1 Sources of information

There are two sources where I had taken help to gather conceptual information a techniques used by the Kazi Farms Group. The Sources are:

a. Primary Source

The primary data represents the main information of the study, which is collected directly by the researcher through surveys, observations, or experiments. For example, if a researcher is collecting data from his or her direct source, it is primary data. The following resources of primary data are:

- I. From face-to-face interaction while working as intern.
- II. Through own experiences and observations
- III. Through the annual report of Kazi Farm Group.
- IV. From the official website of Kazi Farm Group

b. Secondary Sources

Secondary data taken by the researcher from internal or external sources. This means that the data collected and used for other purposes is called secondary information. The secondary sources are:

- I. From several published HRM books and articles.
- II. From several websites that shares information on recruitment and selection process.

1.4.2 Data collection tools and techniques

It is an "exploratory study", which briefly reveals and analyses the general activities of "The Recruitment and selection procedures of Kazi Farms Group". Primary and secondary data were collected to manage this report. After collecting all the data, I have started to prepare the report on MS Word. All the charts, flow-charts, tables utilized in the study are shared from the MS Word Templates.

I gathered preliminary information during a personal interview with the manager of the Human Resources Department (HRD) of Kazi Farms Group. Basically, I had discussed it verbally and had compiled additional information from the annual reports, magazines, brochures, manuals and a few books on human resources management to prepare this report. Certain information

is collected from articles, workshops, and other books, as well as information provided by competing firms.

1.4.3 Data analysis

As mentioned above the study is conducted following the exploratory research methodology using both quantitative and qualitative data. To elaborate the exploratory research, it can be said that it is a descriptive study that has not been studied yet more clearly, which aims to establish priorities, develop operational definitions, and improve the final design of research. Exploratory research helps to select the best research design, best practices for data collection, and topics.

1.5 Scope of the report

As it is an internship report what is prepared based on my practical experiences, the scopes are huge. Today a lot of new graduates are coming to the job market who may know about the recruitment and selection process in general, but may not know how the Kazi Farms is conducting the recruitment and selection process. The study can help them to know about the procedures. Moreover, HR manager of different organization may know the process and can change their procedures according to their need. Finally, University students and teachers can also compare the theoretical learnings of human resources with the practical procedures.

1.6 Limitations of the study

The limitation of the study is the characteristics of the design or methods that explain or influence the interpretation of the results of the study. These are the restrictions on generalization, the applications for practice and/or the method I had used to establish internal and external validity of the results that resulted in unexpected events during the study.

The difficulties and the main constraints that I have encountered while creating this report are:

- a. The main limitation of the study was inadequate access to information, which significantly changed the area of analysis required for the study.
- b. Employees are not permitted to provide sensitive and detailed information.

The Recruitment and Selection Process of Kazi Farm Group

- c. The recruiting and selecting process is an ongoing process of the Kazi Farms Group and serves as a necessary change. Suppose the farm often employs employees for stagnation. Sometimes, no recruitment ad is issued to recruit lower-level staff.
- d. Time constraints are another important limitation of the study.
- e. The employees, who were busy with their duties, could not leave me this short time for advice.
- f. There are few published information of Kazi Farms Group that exists on the internet that has become out of date. On the other hand, as KFG also doesn't disclose this information, it is difficult to prove.

Chapter Two

Company Profile



2.1 History of the organization

Since the inception from 18 years ago, Kazi Farm has been one of the main poultry farms in our dance. It was established in 1996 as a nursery for imported eggs; the following year the company adopted its-self parental farm. In 2004, production began on the Grandparent's (GP) farm. Since then, the company will continue to use the latest products as a service with the customer's account.

As a result, Kazi Farms Group is able to maintain customer loyalty and trust by maintaining reliable liquidity over the long term. In 2006, the old man was the founder of a large advanced management agency in the country and, with the technical assistance of Cargill and Switzerland's Buhler, produced farm food that met his needs. Kazi Farm Group is Cobb-Van Tress's largest parent-grandfather franchise in the United States. It owns Cobb 500 and is known for eating the best broilers.

They also have a small amount of popular Ross broiler chickens from Qiagen, USA. For some reason, Hy-line USA, the world's first stratified race, released Bangladesh. They were the first exporters of hatched eggs and day-old chicks in Bangladesh. Kazi Farms Group has established 70 broilers, broilers, breeders, hatcheries, animal feed factories, and sales offices in multiple locations in Bangladesh.

Kazi Farms is uniquely positioned to understand the interrelationship between food and agriculture. Made from a sturdy scientific parrot, it is biosafety and partially fixes the consumed parrot inside it. Kazi Farms is committed to leading the country's agricultural sector, not only because of its financial situation but also in services and service innovation. It also ensures greater value creation for its sought-after customers and shareholders.

Kazi Farms Group is committed to providing services at the customer's doorstep and attracting millions of agricultural canals to areas beyond major agricultural areas. Kazi Farms continues to invest in its largest resource, "Human Resources" to strengthen its mission statement.

2.1.1 Vision

Kazi Farms Kitchen's vision is "to be one of the most trusted, reliable and reputable food companies in Bangladesh”.

2.1.2 Mission

Kazi Farms Kitchen's mission is "to provide consumers with innovative, high-quality food at reasonable prices”.

2.1.3 Core values



Chart: Core values of Kazi Farms Group

Everyone at Kazi Farm Group appreciates the following core values:

- a. Kazi Farms Group believes in innovation.
- b. Kazi Farms Group believes in quality.
- c. Kazi Farms Group believes in rapid progress.

2.2 Product and services of Kazi Farms



Chart: sectors of Kazi Farms Group

Current products and services of Kazi Farm Group and Kazi Food Industries Limited:

2.2.1 Kazi Media

Deepto TV was launched in November 2015 and is the best rated Bengali channel, measured by Total Rating Points (TRP). Kazi Farms Ltd also has a media center. Of which they produce high-quality animated films and different types of comics for different newspapers. Kazi Media also comes with satellite television. Television is the name of the "Deepto satellite channel" that will broadcast both the news and the program. They bought cutting-edge and high-quality technology for the television center. To direct the television, they recruit talent and an experienced candidate for a different position. Fortunately, Deepto television will be released to the public in December.

2.2.2 Kazi Farms Kitchen

A range of frozen foods is the Kazi Farms Kitchen brand. According to international practice, it is guaranteed that all these products are free of antibiotic residues since antibiotics have not been administered to chickens within 7 days after slaughter. According to European standards, meat is also guaranteed from chicken raised with food without MBM (Meat and Bone Meal). Meat products are also guaranteed without MSG or nitrates since we do not use any of these chemicals when preparing food.

2.2.3 Bellissimo - ZanZZee Ice Cream

Kazi Food Industries Limited is a recent joint venture of the Kazi Farms group. KFIL is based in Beron, Ashulia produces and markets high-quality dairy ice creams that contain at least 10% milkfat under the Bellissimo brand (in accordance with international standards).

2.2.4 Edible chicks and eggs

Hy-line International is the oldest poultry breeding company in the world and one of the best laying hens breeders. Eggs on a commercial table in Bangladesh.

2.2.5 Poultry Feed

The Kazi Farms Group expanded its activities to the production of poultry feed in 2006. In a short time, it was recognized as a market leader in terms of quality and quantity. Switzerland, the world leader in the production of animal feed equipment. By eliminating any possible

bacterial contamination in animal feed, the Bühler ball disinfection factory ensures that poultry farmers reduce the outbreaks and get better results.

2.2.6 Broilers and Chicken Broilers

Kazi Farms Group is a Bangladeshi franchise for Cobb 500 broilers in the United States by Cobb-Vantress, recognized as the best broilers in the world. The Cobb 500 affinity chicks of the Kazi Farms group are considered the best performing chicks in the domestic market and their prices are higher than those of other breeders.

2.3 Organogram

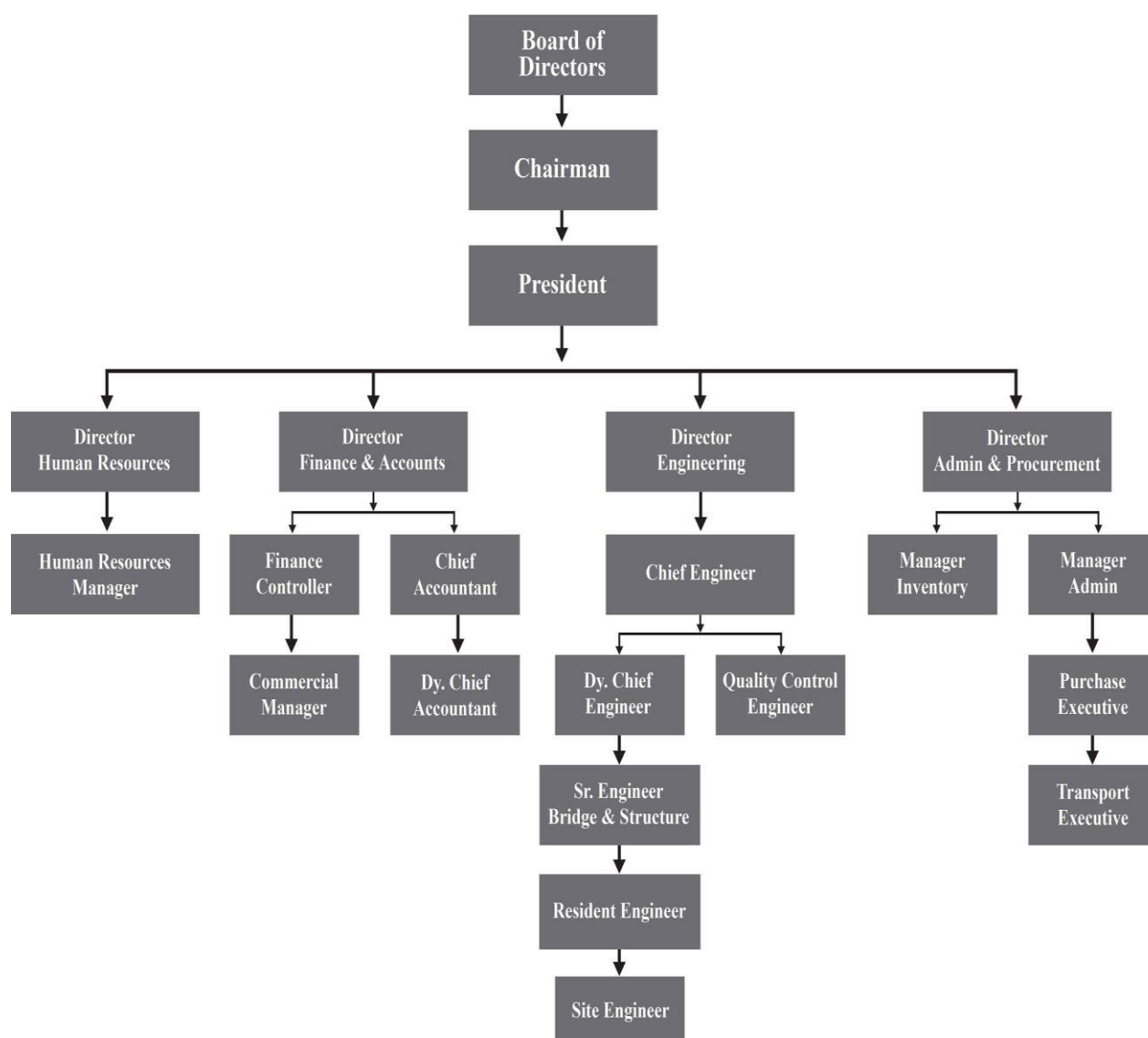


Chart: Organogram of Kazi Farms Group

2.4 SWOT Analysis of Kazi Farm Group

SWOT analysis (analysis of strengths, weaknesses, opportunities, and threats) is a framework for identifying and analysing internal and external factors that can have an impact on the feasibility of a project, product, place or person. In addition, commercial entities use it more frequently, but it is also used by non-profit organizations and, to a lesser extent, by people for personal evaluation. In addition, it can be used to evaluate initiatives, products or projects.

The structure is attributed to Albert Humphrey, who tested the approach in the 1960s and 1970s at the Stanford Research Institute. Developed for businesses and based on Fortune 500 company data, SWOT analysis has been adopted by organizations of all kinds as decision support.

A SWOT analysis is often used at the start or as part of a strategic planning exercise. The framework is considered powerful support for decision-making because it allows an entity to discover success opportunities that were not previously articulated or to highlight threats before they become too heavy. For example, this exercise can identify a niche market in which a company has a competitive advantage or help people follow their professional success by indicating a path that maximizes their strengths and at the same time warns them of threats that may hamper their results.



The following are the SWOT analysis of Kazi Farms Group according to my experiences by working there as an intern:

2.4.1 Strengths of KFG

- a. Kazi Farm's capacity for food mills is large.
- b. High class A customers know the items
- c. He is already a challenger in the managed chicken market.
- d. Kazi Farm has the largest number of generation chicks.
- e. They have more wholesalers than their rivals.
- f. The financial quality of KFG is extremely strong.

2.4.2 Weakness of KFG

- a. It is always difficult to maintain the quality of the chick.
- b. They are not using their images correctly to increase their market share.
- c. Thanks to them, they have the largest nursery and hangar in Bangladesh, but the creation is weak.
- d. Late entry in Fed Marketing.
- e. They cannot increase their production capacity enough.

2.4.3 Opportunities for KFG:

- a. Sell eggs for hatching to small nurseries where other organizations do not.
- b. Offer more to encourage.
- c. They use a good quality breed compared to their rivals.
- d. Opt for egg advertising.

2.4.4 Threats for KFG:

- a. Other competitors, Index Agro Industries, such as CP, are looking to build their creation step by step.
- b. Chicks may be affected by bird flu.
- c. Other organizations have an automatic controller to maintain the quality of day-old chicks (DOC)

CHAPTER THREE

FINDINGS AND ANALYSIS OF RECRUITMENTS AND SELECTION PROCESS OF KAZI FARMS GROUP



JOIN THE LEADERS!

Kazi Zahurul Huq College is a privately-managed HSC college which is located in Gopinathpur, Gopalganj. The college has one of the highest pass rates of the district. It is funded and controlled by Kazi Farms Group which is one of the largest agro-industrial groups of Bangladesh. We are seeking applications for a Vice Principal to join Kazi Zahurul Huq College.

Job Location: Gopinathpur, Gopalganj
Position: Vice Principal
Educational Background: Masters from reputed university with minimum 2nd class result
Experience: 15 years of teaching experience in renowned college, at least 5 years in a similar role

Brief job description:

- Ensure continued improvement of the College to achieve academic excellence
- Implement effective systems, policies, procedures and disciplines as practiced by top notch colleges to emerge as one of the leading colleges of the country
- Develop a college environment which is supportive of learning and high achievement among the students
- Monitor and assess teachers' performance, and make suggestions to improve their teaching methods
- Work with the teaching staff to review and increase classroom participation
- Provide training for all teachers as well as other staffs as and when necessary

Salary & Benefit: Attractive package will be offered commensurate with experience & qualification.

Candidates meeting above mentioned criteria are requested to send complete CV with a photograph within **December 21, 2019** to jobs@kazifarms.com or apply online through bdjobs.com. Position applied for must be mentioned in the subject-line of the email. Also, may send hard copy to the following address: **Human Resource Department, Kazi Farms Group, Ahmad & Kazi Tower, House No: 35, Road No. 1 Dhanmondi, Dhaka 1205.** Position applied must be written on envelope.

NB: The academic certificates will be verified from the concerned Institutions/Boards.



3.1 Human Resource Management

Human resource management (HRM) refers to the size of people in an organization and has two definitions. The first is the process of managing people in an organization in a planned and systematic manner. Therefore, the functions of the human resources manager can be divided into three main areas: personnel (hiring and retention), employee compensation and benefits (such as salary and benefits), and definition/design of mail.

The second definition of human resource management includes managing people in an organization from a macro perspective, that is, people management is the collective relationship between management and employees. The proposal focused on the goals and outcomes of the human resources management function. In other words, this means that the human resources function is about cultivating and developing people and satisfying the "working relationships" of managers and employees.

Therefore, the human resources manager is responsible for managing employees' expectations for management goals and coordination to ensure employee development and achieve management goals.

However, human resource management is essential to management functions and is therefore strategic in nature. Human resource management includes attracting the best employees, maintaining the best workforce development (efficient and effective), and ultimately the best competitive workforce. Human resource management is the most modern strategy of how or how to manage employees. The problem here is that although everything around the concept of human resource management looks pleasing and appropriate in reality, the concept of human resource management works best or exists theoretically, in scientific books and articles, and in practice Medium is less. In fact, only a few organizations have adopted this new strategy. One of the main priorities of a human resource management strategy is to build effective relationships in the workplace through effective use of human resource management practices. However, it is well known today that the world's largest employer food industry is known for its poor practices in human resource management in the workplace. All this means that much work remains to be done before the concept of human resource management has real meaning in practice.

The study is prepared to analyse and reveal two most important functions of Human Resource Management of Kazi Farms Group. Therefore the conceptual definition of that two functions are given below:

3.1.1 Recruitment and Selection in HRM

Recruitment and selection is an important responsibility of the HR department. The Human Resources Department works in many fields including employee participation, employee development, legal and regulatory compliance, data management and many other areas, but one of the areas of human resources for the Resources Department is to attract, select and recruit relevant candidates.

An easy way to understand the concept, recruitment is the process of attracting qualified candidates for a job and selection is the process of identifying and selecting the right candidate for this position.

Recruitment and selection are important activities and human resource management, most of which maximize the power of employees to achieve the strategic goals of employers. In short, recruitment is the process of finding, attracting, choosing and calling the right candidate to fill the vacancies is to be selected.

In addition, recruitment and selection is the first step in developing a company's competitiveness. The recruitment process involves a systematic process from looking for candidates to conducting interviews and requires a lot of resources and time. Therefore, recruitment and selection are seen as an application process and an organizational link (Sisson, 1994). Recruitment and selection are two steps in this recruitment process. The process of finding recruitment candidates and encouraging one to apply for an organizational job, while on the other hand selection of candidates for selection of candidates to select the most suitable person for the vacancy.

Thus, the main principle of recruitment is to create talented candidates by attracting more and more staff to join the organization, and selection is selecting the right applicants to maintain the best purpose of the organization. The hiring process is followed directly by the selection process, which sends the final interview and decision-making process, and appointment

procedure. Good recruitment and selection policies ensure consistency with employers and reduce the risk of bias or choice.

3.2 Recruitment procedures of Kazi Farms Group:

The recruitment process of the Kazi Farms group is done to attract the eligible candidates for hiring purposes. After job descriptions and specifications, a strategy to recruit qualified employees should be adopted.

To prepare a recruitment strategy, the human resources team of Kazi Farm Group considers:

- a. Sources of recruitment
- b. Types of recruitment
- c. Recruit or hire employees

It is a long process of developing a hiring strategy. But an organization needs to attract and select the right workforce.

The steps to develop a recruitment strategy are described below:

- a. Establishment of an advisory group
- b. Analyse the human resources strategy
- c. Collection of available data
- d. Analyse the data collected
- e. Defining the hiring strategy.
- f. Call the right candidates

3.2.1 Sources of requirements

Depending on the needs of the location, the search process is performed. The research process is done to find the right candidates. This is done after the recruitment strategy. There are two stages in this process:

- i. **Sales:** at this stage, organizations choose the means through which they wish to communicate and attract candidates for the vacant position.
- ii. **Source activation:** when line managers provide a request and authorization for the current position, the search for the correct resources begins.

The investigation process requires the candidate to apply for the position. There are two types of sources:

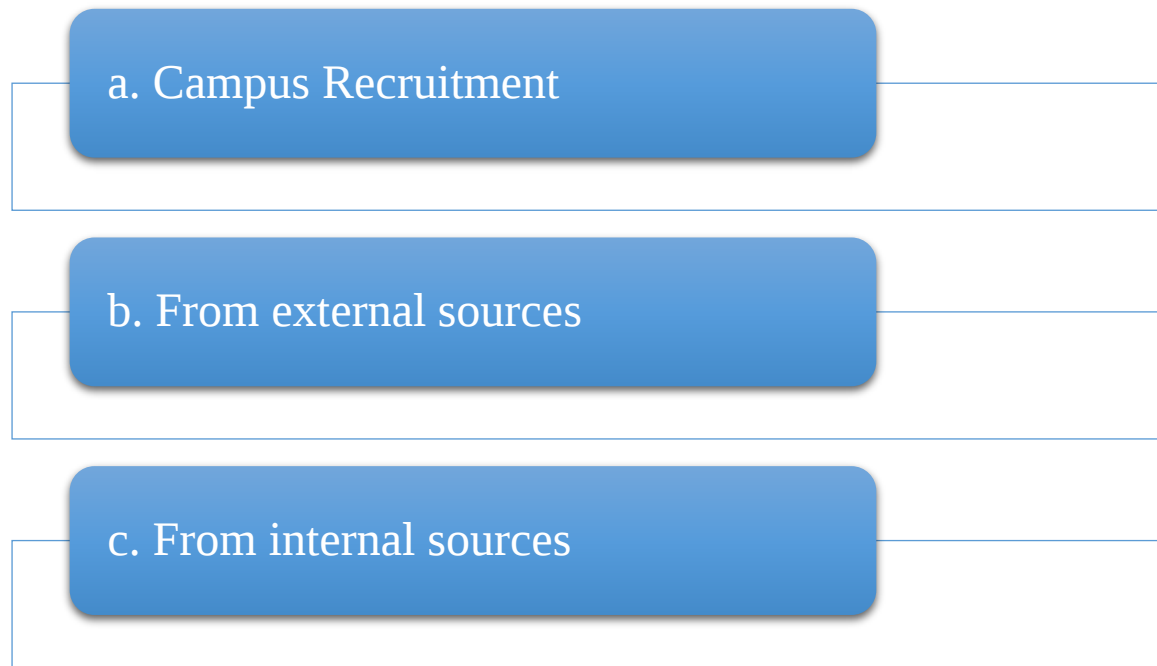


Chart: Sources of Recruitment

a. Recruitment on campus

- i. Word of mouth
- ii. Short-listing/Screening

b. External Sources:

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

- i. Direct Recruitment
- ii. Employment agencies
- iii. Work exchanges
- iv. Professional associations
- v. Advertising

c. Internal Sources:

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

- i. Promotions
- ii. Transfers
- iii. Employee references
- iv. Previous candidates

- v. Internal announcements (publication of job offers)
- vi. Former employees

3.2.2 Screening test

Screening or Detection test is an important step in the recruitment process. It helps identify unskilled and unexperienced candidates. In the pre-selection process, the organization withdraws candidates who are not eligible for the position. This process involves three stages:

3.2.3 CV exam and cover letters

Stage 1: CV Review

The review is the first step to select candidates. Candidate curricula are verified, their education, work experience and general background are under review.

When examining resumes, to ensure a better selection of the right candidates and human resources should

- i. Reason for changing jobs
- ii. Conduct a telephone or video interview
- iii. Change of work
- iv. Long employment gaps
- v. Lack of professional advancement
- vi. Longevity with each organization

Stage 2: Telephone or video interviews

The second step in the screening of candidates consists of telephone or video interviews. After the resumption of the pre-selection, the hiring manager or the human resources manager contacts the candidates by phone or video. There are two results:

- i. It allows a quick view of the candidate.
- ii. Check if the candidates are active and available at that time.

Stage 3: Identify the best candidates:

This is the third step of the selection process. In this process, the best CVs are selected. Applicants who have the skills, knowledge, and abilities to meet the requirements of the position are evaluated. The human resources team chooses the right candidate among the best candidates.

This process has the following three results:

- i. Summary 5 to 10 HP are pre-selected
- ii. The recruiter may have an idea and a recommendation
- iii. The human resources team can hire the right employee

Stage 4: Monitor & evaluation

This is the last stage where the recruitment process is constantly monitored and evaluated to find whether there is an undesirable situation. The recruitment process is expensive. Therefore, continuous evaluation is necessary so that the organization does not have to repeat the process over and over again.

The cost includes to conduct recruitment process are the following:

- i. Agency and advertising expenses
- ii. Recruiters salary
- iii. Cost of overtime
- iv. Administrative costs
- v. Costs incurred in hiring suitable candidates for the final selection process

3.3 The Selection Procedures of Kazi Farms Group

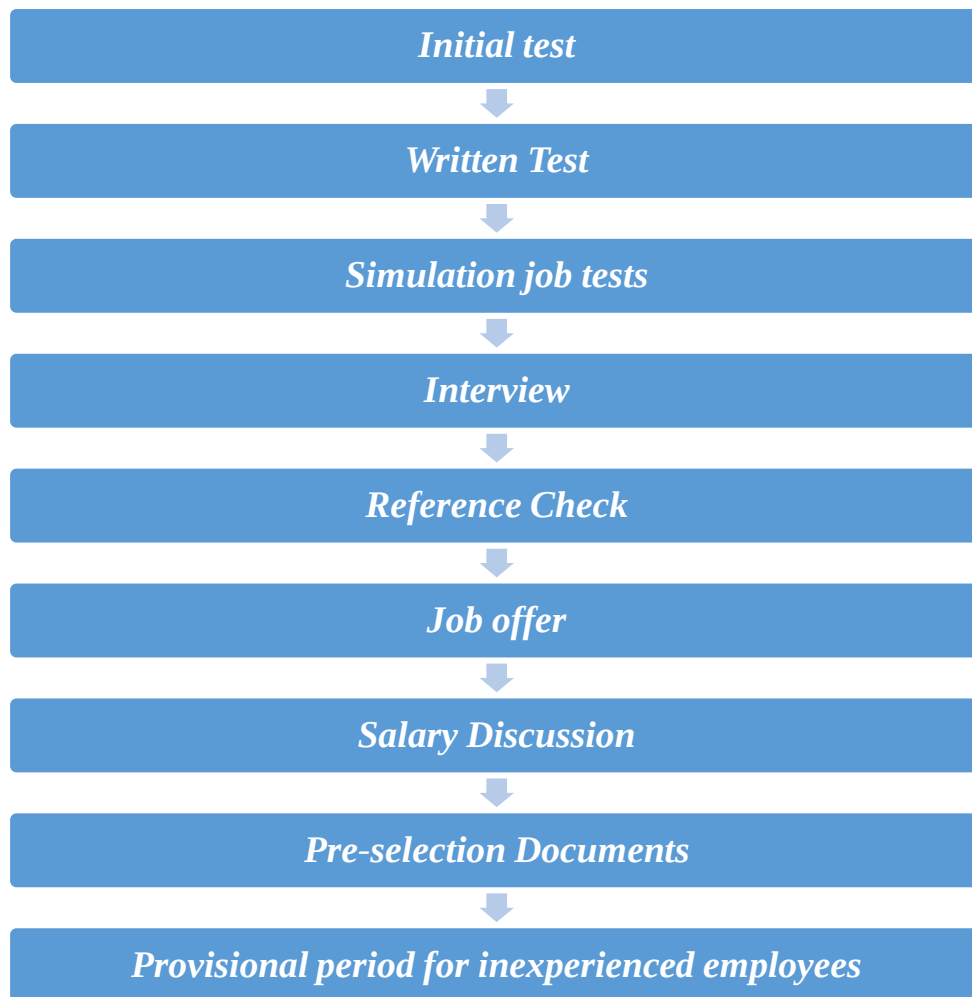
While hiring an employee, the steps after the requirement process are the selection process. This can be defined as the process of selecting the best from the number of candidates for Kazi Farms Group. The selection process includes a series of specific steps that are used to decide which assignment to employ. The process begins with the applicant's job application and ends with the decision to hire.

Current KFG Selection Process are:

3.3.1 Initial test:

The process begins with the primary selection, a selection from a CV that meets certain requirements. After the zero declaration, CVs were collected from multiple sources.

The Recruitment and Selection Process of Kazi Farm Group



3.3.2 Written Test:

After the initial assessment, the next step is the written entrance exam. The test written in the KFG is applicable to the evaluation of all entry-level positions. The written exam is mainly to test the knowledge of the supporting topics of the candidates and to test their written communication skills.

3.3.3 Simulation job tests:

Candidates for job sample tests perform tasks that are part of the work required for the job perform. The IT department performs specific tests to include the main job functions.

3.3.4 Interview:

For entry-level terms, the next step in this process is a complete interview, typically a group of CEOs, additional CEOs, assistant CEOs, and human resources department heads. Interviews are not always well-organized: each interviewer determines the qualifications of the candidates

according to their motivation level, their communication skills, their confidence, the way they handle problems, etc.

3.3.5 Reference Check:

Reference checks can get information and opinions about personality, work quality, and work relevance. This is an opportunity to verify the information obtained from the candidate through the CV and his interview. Internal candidates should also be checked when talking to the candidate's manager or another person who has worked with him. Long-term arbitrators can be more precise than assessing an hour or two of an interview.

3.3.6 Job offer:

The Human Resources manager provides the job of the selected candidates after final approval. If there is a specific reason for the approval of the other directors, the managing director is the sole signatory to any letter of appointment for other managing directors, non-managerial staff and all contractual agents. The President is the only agency that signs the CEO appointment.

3.3.7 Salary Discussion:

The salary is determined for entry-level positions. For other minor projects, the HRD boss will discuss the salary with the appropriate candidate if needed. At this point, there will also be discussions in the proper name.

3.3.8 Pre-selection Documents:

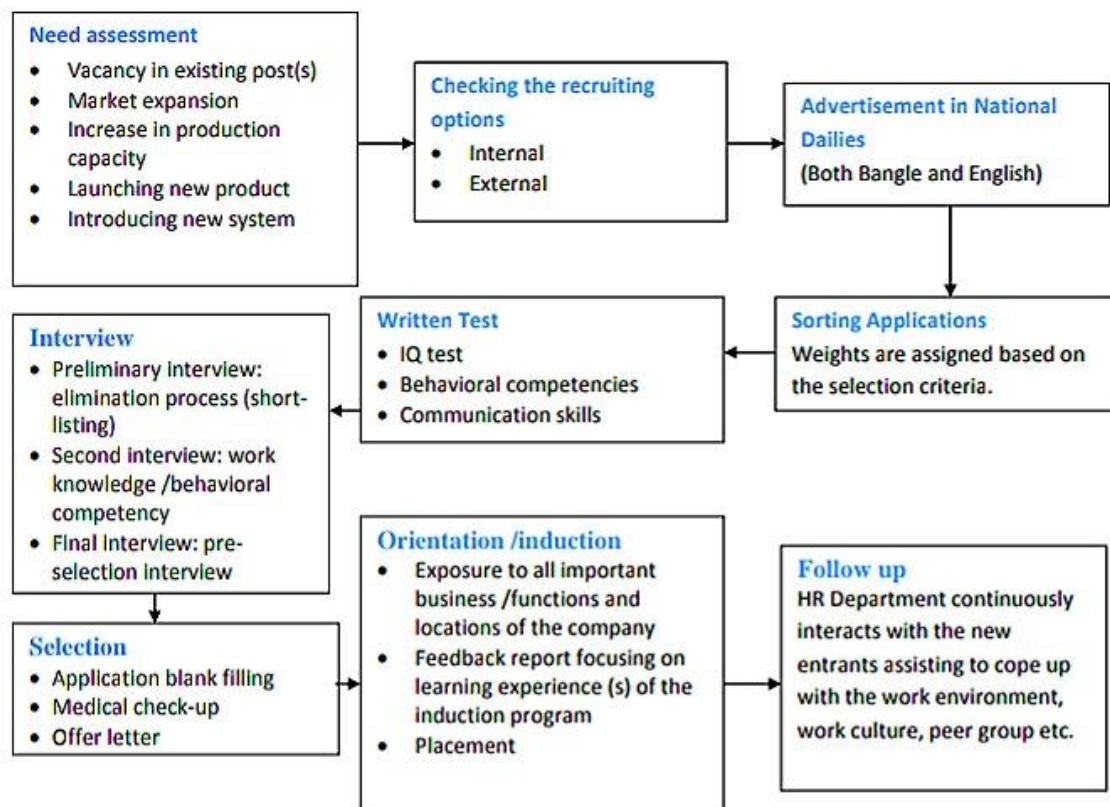
The following documents were obtained by the candidate prior to admission. The Human Resources Director is responsible for the following documents:

- i. Check and verify all the certificates.
- ii. Medical report of the designated hospital.
- iii. Save six copies of photograph (passport size)
- iv. A five-year bonus bond for MPO
- v. Save a copy of the latest educational and professional credentials.
- vi. Save a full profile (Registration Service, Loyalty Statement, Employee Profile)

3.3.9 Provisional period for inexperienced employees

Finally, the inexperienced employee must pass through a period of Provision. Duration is very short, for example, 2/3 months. But those who are experienced and experienced do not need it.

3.4 Summary of Kazi Farms Group recruitment and Selection Procedures



The chart above shows the complete process of Kazi Farms group from the process of job analysis to orientation and follow-up programs. The chart shows that there is 5 assessments are conducted to analyse the job vacancy. If there is any position vacant, the HR department search two options to collect information of eligible candidates. The recruiting options are internal and external. There is an extra option where KFG usually recruit its entry level employees that is campus recruitment. After collecting the candidates CV, HR calls them for a preliminary interview through phone/ video calling. After the sorting of CV's, the selection process begins at KFG which consists nine steps to select appropriate candidates.

Chapter Four

Major Findings, Recommendations and Conclusion



4.1 Major Findings of the study

After analysing the recruitment and selection process of Kazi Farms Group, several human resource process related to recruitment and selection of Kazi Farms Group are found. The findings are listed below:

- I. The recruitment process of KFG is to gather talented candidates by attracting them to join the organization, and selection is selecting the right applicants to maintain the best purpose of the organization. These two processes usually take 2-6 months to complete.
- II. There are no adequate guidelines regarding the budget amount of recruitment and selection. At the start of the fiscal year, a certain amount of the budget is disbursed to the resource planning unit on the basis of an assumption, but they don't verify whether the budget is sufficient or not.
- III. Kazi Farm Group is opening a lots of outlets all around in Dhaka and Chittagong cities. The vacant positions are assessed by vacancy in existing position, market expansion, increase in production capacity, and launching new outlets of Kazi Farm Group.
- IV. While preparing a recruitment strategy, Kazi Farms Group follow six strategic steps. They are (a) Establishment of an advisory group, (b) Analyse the human resources strategy, (c) Collection of available data, (d) Analyse the data collected, (e) Defining the hiring strategy, (f) Call the right candidates.
- V. Kazi Farms Group first check its internal employees for recruitment options so that it can transfer or promote any of its existing employees. If no eligible candidates are found within the organization, KFG advertises its vacancy announcement for external recruitment option. Unfortunately, it is observed that often employee leaves the organization for not getting the proper promotion when they have worked for long time in the organization. Moreover, several employees leave the organization because of not getting a suitable transfer. On the other hand, it is also seen that new vacant position are also filled up through new employees from the referral of board members, when deserving internal employees were there. Kazi Farms Group publishes its vacancy advertisements both in Bengali and English.

The Recruitment and Selection Process of Kazi Farm Group

- VI. There are three sources where Kazi Farms Group usually advertise its recruitment announcements. They are campus recruitment, from external sources such as direct recruitment, employment agencies, work exchanges, professional associations; and from internal sources such as promotions, transfers, employee references, previous candidates, internal announcements, former employees.
- VII. After advertising the vacancy announcement, Kazi Farm Group collect all the CV till the deadline. Then, HR department reviews all the CV, communicate with the possible eligible candidates through telephone or video conferencing, select the best candidates depending on the skill and experience, and evaluate and control the recruitment process.
- VIII. Recruiting and selecting in the Kazi Farms Group is a long process. More specifically, the selection process, as the whole process goes through the decentralized decision-making process which takes longer to complete the entire selection process. To complete a full selection and hiring session, human resource management needs a minimum of 2 months and a maximum of 6 months.
- IX. In selection process, weights are assigned based on selection criteria. There are nine selection criteria that are utilized by Kazi Farms Group to hire and select the appropriate candidates among the pool of candidates. The selection process includes initial tests, written tests, job simulation test, interview, reference check, job offer, salary discussion, pre-selection documents.

The findings are found through the internship experiences and the processes are often changed based on the recruitment and selection position, and budget allocated by the Kazi Farms Group.

4.2 Recommendations

A few recommendations are listed below based on my practical experiences by working in Kazi Farms Group and from the academic knowledge of Human Resource Management, for the betterment of the farm:

- I. KFG must complete the recruitment and selection process as soon as possible to acquire qualified employees before entering another location. The short duration of the

The Recruitment and Selection Process of Kazi Farm Group

recruitment and selection process would not only increase the efficiency of human resource management, by employing qualified employees but would also increase the efficiency of the organization.

- II. From this perspective, there should be a sufficient budget to hire and select so that the recruitment and selection process is not hindered in any way. If possible, the CEO can discuss the budget amount with the hiring manager when it is disbursed.
- III. Kazi Farm Group opening out-lets in Dhaka and Chittagong when there are lots of unemployed educated job seekers are there in other urban cities all around the country. KFG can take the opportunity and recruit more employees by opening new outlets in all urban areas without considering its brand image and product qualities.
- IV. While preparing for the recruitment strategy, KFG should ensure that all the members of the advisory group are aware of the requirements of the vacant position and their personal opinions should be prioritized less compared to the group's decisions.
- V. Each qualified candidate should be given the opportunity to participate in the written test and all other selection procedures, as a random selection of candidates may underestimate the right candidates.
- VI. KFG should give priority to its existing employees when there are any vacant positions have created to reduce the misunderstanding that often creates. KFG should also create a management hierarchy of position for all the work levels so that HR department can easily find the right employee to promote and transfer.
- VII. Sometimes, candidates referred by senior management get more favours to form the recruiting committee. It is not fair because the organization can ignore qualified employees who are really desirable for the organization. Patronage must be stopped and the management bodies must put more emphasis on the execution of a fair selection and recruitment program.

- VIII. The reference check should not be in the selection process as lots of employees don't apply in the farm just not having any referral. Kazi farm should avoid to recruit employees depending on reference.

All of the above recommendation can make hiring and selection procedures more acceptable as guidelines have been suggested based on the analysis.

4.3 Conclusion

Human resources management is always committed to developing potential, developing qualities and meeting all the needs of employees. In this way, recruitment and selection are one of the pillars of human resource management for companies and employees.

The study of human resource recruitment and selection procedures found that employees are the most valuable resource for organizational progress. There are many factors that play in the development of these valuable resources. In this sense, the "recruitment and selection process" plays the most important role. To increase the productivity of an organization, effective and dynamic selection and selection processes are essential. The Kazi Farms Group implements a gradual selection and contracting process. KFG human resources managers must now work outside the scope of contracts and policies to directly contribute to the company's operations and success.

Depending on the employee, hiring and selection is an important human resources function designed to attract, acquire and retain skilled workers to meet the future needs of the organization. The analysis of the report shows the positive and negative practices necessary to successfully improve employee behaviour. If Farm believes this analysis will really help KFG turn its threat into an advantage.

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