

**INTERNSHIP REPORT ON  
RECRUITMENT AND SELECTION  
PROCESS OF  
FCI GROUP TALISMAN LTD.  
GARMENTS**



# **UNITED INTERNATIONAL UNIVERSITY**

Internship Report On

Recruitment & Selection Process

-A study of FCI GROUP TALISMAN Ltd  
Garments

## **SUBMITTED BY**

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**SUBMISSION DATE: 01/06/21**

## Letter of transmittal

To,  
Prof. Dr. Hasanur Raihan Joarder  
Professor & Director  
Institute of Business & Economic Research (IBER)  
United International University  
Dhaka, Bangladesh

**Subject: submission of the internship report on “selection and recruitment process of FCI Group Talisman Ltd.”**

Dear Sir,

First of all I might want to thank you for giving me the chance to make an internship report on selection and recruitment process of FCI Group Talisman Ltd. In my report I have tried to discuss materials regarding selection and recruitment in details and thoroughly. Gathering information was not that much easy though. I have used information which I have found from colleagues, personal experience, internet and finally all data helps to get the goals of my venture report.

All the direction, I have got from you were profoundly obvious. What's more, I might want to guarantee you, and I have followed all the rules, that you needed to find in my report. Presently, I would be profoundly appreciative on the off-chance that you acknowledge my project report and oblige there by.

Your obedient student

Mazidul Muktadir Pranto

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## Acknowledgement

I'm starting my internship report by thanking almighty Allah for his blessings upon me. I would like to thank all those people without whom this report would have been very hard to complete. This internship report wouldn't be completed unless the help of my honorable instructor **Prof. Dr. Hasanur Raihan Joarder** sir professor & director of IBER, United International University. Such a humble and friendly person to work with. Thank you for giving me the direction and showing me the right path.

I have done my internship report on "Recruitment & Selection process of FCI Group Talisman Ltd Garments". I might want to give special thanks to HR manager and fellow associates of FCI Group Talisman Ltd Garments for offer me the chance to finish my internship period in such lofty association.

Ultimately I might want to give my extraordinary, much appreciated and unspeakable good tidings to my detainees, both seniors and fellow BBA understudies and my parents for offering me great guidance, ideas, motivation and backing, Thanks to all

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## **EXECUTIVE SUMMARY**

Clothing industry of Bangladesh has become the key income producing area for the most recent few years. As of now, our nation creates colossal measure of income worth of items every year by trading pieces of clothing item.

The business gives work to around 3 million specialists of whom 80% workers are female. Fci Groups Talisman Ltd. has been an arising garment for Bangladesh. I have worked as a trainee HR in this association. Right now it has around 7000 workers and generating great measure of income.

FCI Group was created in 1997. One of its major factories Talisman Ltd was established in 2009. It is situated at Savar DEPZ extension area and its head office is in Banani. Throughout my trainee HR days I gave physical service in Human Resources Department of the factory. Human Resource the board is a significant angle for any association in accomplishing its objective. Without cautious information and the executive's endeavors, failure is liable to be confronted.

## **Chapter: 1 Introduction**

This probationary statement is made is satisfied to the BBA program prerequisite for United International University. This assertion is planned to the fusing of the theoretical data gained from the trial administration works gathered in the University with the helpful task which occurs, in fact, sphere. I have worked in FCI Group Talisman Ltd, a ready-made garments organization as an assistant to utilize the information I acquired in my course works and coordinate it adequately on my understudy works.

My HR trainee days began from February 10, 2021 to May 10, 2021. I am relegated to the Human Resource branch of the organization and my authoritative administrator is Mr. Tutul Ahmed, Assistant general HR manager of the organization. This report depends upon the recruitment and selection Process' of the organization all the information along genuine observation acquired during operating in the human resource department of the association.

### **1.1 Background of the Study:**

Now a day's business world is continuously changing. As a wing of a company, HRM must ready to cope up with the immediate effect of business environment. Consistent improvement activity unexpected labor force changing abilities necessity and laborers synchronized effort are the issues for envision. Actually it s a huge challenge to come up with support to any organization by dispensing the finest man power in limited time.

Recruitment is the route toward finding contenders for the unfilled position and encouraging them to apply for it. On other hand, selection means picking the best competitor from the pool of competitors and stretching out to them the work opportunity.



## **1.2 Objective of the Report**

There are two types of objective of the report. This is:

- Comprehensive
- Distinct

**1.2.1 Comprehensive Objective:** The expansive target of the investigation is to examine the enlistment and choice interaction of FCI Group Talisman Ltd Garments.

**1.2.2 Distinct Objective:** Distinct objectives of this report are

1. To perceive the different steps of recruitment and selection process of FCI Group Talisman Ltd Garments.
2. To examine the different steps of recruitment and selection process of FCI Group Talisman Ltd Garments.
3. To appraise the different steps of recruitment and selection process of FCI Group Talisman Ltd Garments.
4. To discover the different steps of recruitment and selection process of FCI Group Talisman Ltd Garments.
5. To make some recommendation on the basis of founded problem of FCI Group Talisman Ltd Garments.

## **1.3 Methodology of the study:**

The study is completed with a structured technique beginning from inauguration of

the subject to final exposition expanding. Most indubitable were finding along gathering information, they are examined, dispensed, elucidated, classified on structured way so that major parts can be recognize easily. The entire technique of approach continued within this report is represented preferably.

#### **1.4 Significant Difficulties faced for achieving Internship**

During the completion period of my internship I have faced some problem. Discussing some major limitations in bellow:

1. **Insufficiency of information:** There weren't much information available of Fci groups Talisman Ltd garments.
2. **Time limitations:** Advised time of internship which is 3 months weren't enough to know Hr activities properly.
3. **Curtailment:** getting applicable information and having access on it were little bit difficult for a newly organize internee at their organization.
4. **Pandemic situation:** During my internship period the covid pandemic situation gets worst suddenly. Government had to lockdown whole country. There was no public transportation. I had to go office through this.
5. **Working Environment:** In Talisman Ltd there working environment which I got was not good enough. There were lack of space alongside they failed to give me a desk so I had to work at several places.

So basically these are the major limitations I had face during my internship period at Talisman Ltd.

## **Chapter: 2 Literature review**

Edwin Flippo explains Recruitment and selection interaction as "A cycle of looking for planned representatives and animating and urging them to go after positions in an association."

In less complex terms, enrollment and determination are synchronous cycles furthermore, are null without one another. People on a very basic level change from one another and are principal elector of the affiliation. It helps in tracking down the potential and limits of contender for expected or genuine various leveled opening. It is an association between the positions and those searching for occupations.

According to Korsten (2003) and Jones et al. (2006), Human Resource Management hypotheses complement on strategies for enlistment and determination and plan the upsides of gatherings, assessment and psychometric evaluations as laborer decision communication. They further communicated that enrollment cycle may be inside or outside or may moreover be coordinated on the web. Typically, this cycle relies upon the levels of arrangement draws near, work postings and nuances, publicizing, demand for business and meeting measure, assessment, dynamic, formal assurance and getting ready (Korsten 2003).

Jones et al. (2006) suggested that examples of enlistment techniques in the clinical benefits, business, or present day territory may offer pieces of information into the cycles drew in with setting up arrangement draws near and portraying authoritative.

Price (2007), in his work Human Resource Management in a Business Context, authoritatively portrays enlistment and choice regarding the route toward recuperating and pulling unable applications with the ultimate objective of business. He communicates that the association of enlistment is genuinely not an essential decision cycle, while it needs the chiefs dynamic and wide organizing to name the most reasonable applicants. Their current contention among business endeavors for register the most expected experts in on the pathway towards making progressions, with the heads dynamic and supervisors attempting to enlist gives over the best applicants who may be the best fit for the corporate culture and ethics express to the association (Price 2007). This would reflect the way that the

organization would particularly shortlist fit candidates who are outstanding with the necessities of the position they are applying for, including collaboration. Since having attributes of being a helpful individual would be crucial in any organization position (Price 2007).estimations.

Hiltrop (1996) was successful in showing the association between the HRM practices, HRM-legitimate methods similarly as progressive execution. He drove his investigation on HR head and companions specialists of 319 associations in Europe concerning HR practices and approaches of their specific associations and found that work security, planning and progression ventures, enlistment and choice, participation, agent premium, lastly, personnel organizing are the most basic practices (Hiltrop 1999). In fact, the fundamental occupation of HR is to make, control, manage, brief, and achieve the obligation of the agents. The disclosures of Hiltrop's (1996) work similarly showed that explicitly utilizing vehemently influences definitive execution, and hence gives an extensive reasonable information to bosses and specialists included. Also, staffing and assurance stay to be a space of liberal interest. With enrollment and determination strategies for profitable selecting decisions, high-performing associations are bound to put more energy in giving planning particularly in correspondence and cooperation capacities (Hiltrop 1999). Moreover, the finding that there is a positive affiliation existing between firm displays and planning is clever with the HR point. Thusly, Hiltrop (1996) prescribes the chiefs need to make HR practices that are more focused on planning to achieve genuine benefits.

Created by Silzer et al. (2010) was all things considered worried about Talent of the board, and through their work, they were gainful in settling issues like whether the limit is something one can be brought into the world with or is it something that can be procured through progress. As exhibited by Silzer et al (2010), that was a center test in masterminding limit frameworks, going toward the connection and among the senior association. The solitary response for resolve the concern of accomplishing gainful capacity the board was by accepting totally executable selection procedures. Despite an inside and out drawn suitable game plan on enrollment and assurance similarly as a relationship of incredibly qualified administrative gathering, associations following enlistment cycles may go up against tremendous preventions in execution. As necessities be, speculations of HRM can give snippets of data in the best habits to oversee choice.

Delery and Doty (1996) concluded that increasing participants' knowledge about job prospects as well as enabling learners including the skills to engage future employees on their own would contribute toward more decent career identity and symptomatic.

(1998, Schmidt). According to Chris Piotrowski and Terry Armstrong's report, "almost every organizations use conventional strategies for obtaining, and 30% among corporations review seekers legitimately." As per Stakeholder theory (Community of Hr Managers), 15% of personnel within companies submit forged resumes. A few companies choose applicants using discriminatory criteria, which really becomes illegal throughout that workplace.

According to Ayoade (2000), placing any Constitutional mandate over acquisition, selection, or advancement normally segregates towards qualifications. As such measure, inexperienced individuals are recruited into workplace, resulting into lower outcomes.

Citizens within any state or state whom were motivated could accomplish but was employable, according to Dainty (2000), often enable every company towards remain successful because business wants to further strive to meet certain targets.

Each management styles, according to Tansley and Watson (2000), are becoming highly complicated. Such companies' administrators also having increasing difficulty dealing about workplaces that have been dispersed around many number among nations societies, even legal institutions. Supervisors should use network evidence - based strategies that boost their company's capacity across specific including within specific sensor operations throughout distinctive.

Although Burton (2001) points out, human resource has already become essential with companies since like often even though leaders had existed. That too is a threat over certain organisations, however it becomes especially specific research and practitioner issue of fewer than rising ones.

Robertston and Smith (2001) provide assistance only with hiring phase as well as evaluate as well as assessment guidance. HR who improves any ability strengthens management and coordination about specific range of different people, or even the ability to determine whatever the corporation can really assure which is achieved.

Semantic success, according to Fletcher (2001), is concerned about qualities above just role expertise and high efficiency to improve each association's environment and productivity.

Smith, M. (2001) Different processes could be used within their recruitment process. As per the documentation, companies prefer to use conventional methods of recruitment instead of new technology.

According to Ahmad and Schroeder (2002), it's very key thing seems to be understand any company's effectiveness would be ensure whether people have the knowledge skills, but good hiring practices minimize attrition rate and boost workforce performance.

Leopold (2002) described hiring with only as a "effective method towards creating a number of voters via targeting a "target platform, desirable for run for reelection," and he goes on to explain when such applicants have been chosen, the method of identifying compatible staff to workforce will continue with gathering, assessing, including assessing data regarding applicants' skills besides the job.

According to Jovanovic (2004), hiring and choice is the method of reaching a team to potential candidates then choosing the finest among they. As a result, peak organizations have invested significant capital and time in producing advanced booker. As a result, hiring could be understood as the method of determining and recruiting a base of younger job applicants from across and without the organization.

Purcell and Wright (2007) identified five considerations that a company must respond in order to secure a great recruiting plan that promotes performance and growth in research. "Which one to enlist?" "When to hire?" "What recruiting channels to employ?" "And which statement to interact?" are indeed the queries. Until implementing a hiring plan any such query should be patiently answered.

## **Chapter: 3 Organizational Overview**



### **3.1 Profile of Fci group Garments:**

#### **Iconic Beginnings (1980)**

The business was begun in London in 1980, when Mr. Matin, a semester with an eye for quality and love of fitting, shaped a little production line in the East-finish of London creating the famous Burberry channel and duffle coats.

### **FCI is established (1984)**

'Fashion Club International' (FCI) is established. A family runs business with a dream of value and morals at its heart. Today we work plan and assembling offices among London and Bangladesh with more than 10,000 representatives, staying consistent with our establishing standards.

### **Eagle Box and Carton Manufacturing Ltd (1992)**

FCI gains 'Eagle Box and Carton Manufacturing Ltd', recorded on the public stock trade and the biggest modern printing and bundling organization in Bangladesh, the gathering returns the business to productivity inside two years of takeover and privatization.

### **FCI (BD) Ltd. (1997)**



FCI adds dress assembling offices and first outerwear creation unit in Bangladesh to the gathering with 'FCI (BD) Ltd'. Since its dispatch it has won 9 best in country grants for maintainable and moral practices.



### **Talisman Ltd. (2009)**

The gathering turns into an expert maker of formalwear with the establishing of 'Talisman'

### **Helicon (2015)**

'Helicon' is dispatched and with it an expert starts to finish administration for completely formed knitwear.

### **Alliance (2015)**

Zeroing in on women easygoing wear, the FCI bunch launches 'Alliance'

## **3.2 Vision:**

- Sustainable Growth

## **3.3 Mission:**

- To become specialists in premium garment manufacture.
- Solid spotlight on quality.
- To deliver the most technical products on the market.
- To be a strong competitor in the readymade garments sector.
- To gain the customer satisfaction by producing most unique wear.

## **3.4 Office Address:**

- **Factory:** plot 7-10, 13-16 DEPZ Extension Area, Ganakbari, Savar, Dhaka.
- **Corporate office:** House- 02, Apt- 6G, U.A.E. Moytree Complex, Road- 17, Block- C, Banani, Dhaka 1213.

## Chapter: 4 Theoretical Aspects

### 4.1.1 Recruitment and selection process:

During recruitment, I had to select and specify personnel who were well qualified and whoever has the necessary attributes for the selected post. Recruit people with proper qualifications was most important because the right candidate provides better output and helps to gain the companies competitive advantage.

### 4.1.2 Steps of recruitment process

There are some steps which Talisman Ltd follow I tried to make a discussion about it in bellow:

1. **Advertisement about the vacancy:** whenever there is any vacancy arises talent requisition officer posts a detailed job advertise with detailed job description and job specification in various job searching web portals .
2. **Screening:** After advertisement of a vacancy a lot of application is submitted in given mail box so she opens all of the application have a look at them and shortlisted the best match according to the require position.
3. **Phone call:** After that selected candidates should be called and let them know that they are selected for the applied position and interview date time office location will be texted later on.
4. **Interview:** well now a face to face interview is held between interviewer and interviewee. Interviewer asks some basic question about the applied position or from theoretical knowledge.
5. **Assessment:** It is a procedure which helps to provide a hint whether they will suit for the given position or not.
6. **Job shadow:** In this process candidates are going to be measured that whether they are going to be a good match with organizational working environment or not.
7. **Referencing checking:** Here given reference will be checked whether it's fake or real. How the candidate was in their previous job were they good or bad etc.

8. **Job Offering:** After checking all the steps of recruitment and selection job will be offered to the best suitable candidate.

#### **4.2.1 Recruitment:**

Enlistment alludes to the general example of seeing, pulling in, screening, short posting, and meeting, suitable opportunities for occupations inside an affiliation. Enrollment can likewise allude to measures related with picking individuals for ignored positions. Without distinguishing the likely staff for a particular position it will be hard to track down a decent match.

- Need Assessment
- Defining the position depiction
- Checking the recruitment options
- Advertisement
- Screening and Short-posting Applications
- Written& Computer ability test
- Selection talk with (3-level)
- Employment choice (Application Bank)
- Pre-business clinical registration
- Offer letter
- Orientation
- Placement

#### **4.2.2 Sources of Recruitment**

There are two ways of recruitment process. They are

1. Internal source
2. External source

##### **4.2.2.1 Internal recruitment**

Internal recruitment is the point at which an association hopes to fill occupations with their present existing workers, sourcing ability from different groups, divisions, and occupation capacities inside an organization. This interaction is

likewise eluded to ask and empowers groups to proactively fill abilities holes. As ability deficiencies are required to proceed, HR capacities are reestablishing their attention on this key region.

- **Transfer and Promotions:** After observing an employee's capability, production rate he/she can be shift to different post or position by their immediate superiors. And promotions are given based on employee's performance for a certain period. Like increment, compensation etc. Though transfer and promotions are two different things but will be given based on performance, capability, capacity, skill and knowledge of the employee.

#### **4.2.2.2 External Recruitment**

Outer wellsprings of selection imply the sources that lie outside or exist external to the affiliation. Motivating current employees to suggest well matched candidates which can lead to the hiring of the well suited individuals for the require jobs. A higher level of teamwork and harmonization among employees would, therefore, be achieved. The whole process is consolidated.

##### ➤ **Advertisement**

For recruiting candidate's organization have to post advertisement about the job circular in various ways like newspaper, website, and various social platform as well like facebook, twitter, LinkedIn and websites like Bdjobs.com, kormo24.com etc. so that the advertisement can reach toward the candidates they observe the full thoroughly the full circular and apply whoever has the best matched criteria.

➤ **Employee referrals**

There are many employees in any organization. Sometimes existing employee provide recommendation for resume selection.

➤ **Internship**

Sometimes organization calls an intern for selection process based on their previous performance. Organization considers this as a internal source.

➤ **CV Bank**

Every organization has cv bank where shortlisted cv are kept. Before call for an interview employees cv should be re checked whether the candidate is enough capable for the required position or not.

### **4.3 Selection**

Selection is an interaction of picking the right candidate with fundamental capacities and capacities to fill the situations in the affiliation.

❖ **Short-listing:**

After advertisement the responds will be shorted and screened. From the cover letter to everything of a cv will be judged. Judgment should be made whether the cover letter written in manner or not whether the candidate's qualification matches with the job description or not. After short listing cv's from a bunch of

application selected employees will be called for further steps like written test, computer test (if necessary depends on requirement of the position) and interview process.

#### ❖ **Interviewing:**

A prospective employee meeting is a meeting that comprises a discussion between agents of the business and the candidate. It's not always easy to hire an applicant from the interview board. This interview process can be lengthy. Now any organization involved in practicing screening interview which often takes place on the phone followed by in personal interview.

#### ❖ **Screening Interview**

A screening interview is a phone call or in-person meeting conducted by a recruiter to justify a job candidate's worthiness. It is normally the principal meet in the recruiting interaction. Ongoing a screening interview, the representative might: Answer the candidate's queries about the company, the role which has offered, and the recruitment process.

#### ❖ **Background check**

A background check is a step where a person or company makes use of to demonstrate that a person is who they claim to be. Background checks come up with an opportunity for someone to justify a person's criminal record; education background, employment history, and other past activities toward certify their reliability.

#### ❖ **Offer**

If the candidate generally approves of the terms and states of the work and the association referenced and talked about last meeting, he/she is offered an

appointment letter. The appointment letter is a standard configuration of worker data that a personnel needs to know. The candidate needs to fill this clear and present this to the organization alongside a CV.

#### ❖ **Offering the role**

Whenever every documents & medical check-up is complete, candidate will be given an offer letter specifying job structure, remuneration range, facilities and the responsibilities he/she has to bear. The candidates can withdraw him/her from this stage also if any of the given offering is not goes in favor of him/her. The door of Hr will be still open to discuss.

#### ❖ **Verbal offer**

Verbal offer will be given to a candidate after successfully completion of the medical and reference checking. The discussion should cover following:

- We tell candidates that HR dept. resembles to offer him/her job.
- Compliment him/her.
- Tell them about the compensation and benefits package that is being offered.
- Makes Sure to him/her to see if they understand the status orally.
- Informing him or her that a written offer letter and a starter package will be sent to them.

### ❖ **Written letter of offer**

A composed letter of offer sent to the candidate. When the candidate has verbally acknowledged the position, the suitable letter of offer is coordinated. This letter ships off the candidate inside a multi day s of making the verbal offer. An initial bundle likewise shipped off the fruitful up-and-comer, besides the letter of offer. The agreement note will be placed on statement papers or possibly the digital at least a week prior to the employee starting in their new position.

### ❖ **Study Framework**

The recruitment and selection cycle is a crucial factor for any sort of association. Incitement of current innovation' and all the framework and control coming into widespread use. Human resource management stays the main factor in any association. Thus, without being followed reasonable, modem and viable enrollment and choice strategy, it is preposterous to expect to acquire the most ideal get back from the investment.

## **4.4 Differences between recruitment and selection**

Recruitment	Selection
<ol style="list-style-type: none"><li>1. It is the process of putting staff as well as candidates in contact.</li><li>2. It attracts a huge number of job applicants.</li><li>3. This is a straight forward procedure.</li><li>4. There aren't many obstacles for the contestants to overcome.</li><li>5. It is a cost-effective system.</li><li>6. This is a constructive attitude.</li></ol>	<ol style="list-style-type: none"><li>1. It is a process of transferring enhanced endorsements and eligible personnel.</li><li>2. It makes an effort to screen out unsuitable applicants.</li><li>3. It is a time-consuming procedure.</li><li>4. There are many obstacles to overcome.</li><li>5. It is an expensive endeavor.</li><li>6. It's a pragmatic way.</li></ol>



## **Chapter: 5 Data Collection and processing**

### **5.1 Data description**

I have gathered both primary and secondary information for my exploration reason. I have collected primary data by interviewing on few responsible employees in different levels of FCI Group Talisman Ltd. garments. I have also collect secondary data from different from articles, journals and internet.

### **5.2 Research Design**

Interview and personal observation methods are used to collect necessary data. Only qualitative data used to prepare this report.

### **5.3 Source of data**

There are two sources of data collection:

- 1) Primary Data
- 2) Secondary Data

#### **Primary Data**

Essential information has gathered dependent on my own insight, which accumulated during the internship period. Individual perception, meet with officials or its additionally called face-to-face interview, an association's leader and Manager were the key' wellspring of essential wellsprings of information. This information additionally gathered by casual discussion between the representatives and conference with specialists of the separate examination fields.

## **Secondary data**

Source of secondary data include:

- Office files
- Journal, books, other relevant sources
- Websites

### **5.4 Way of data collection**

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

### **5.5 Data processing methods**

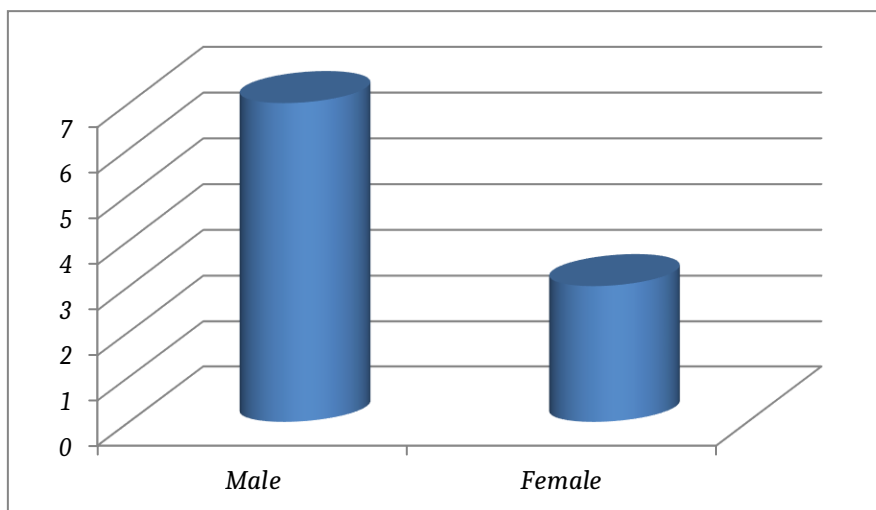
I have used Microsoft excel 2007 for processing the data I collect from primary & secondary sources. Then I go for informal interviews with few responsible employees in different levels or positions. I used Pie charts & related tables in my report to process the data properly. It assists me with making precise outcomes to show.

# Chapter: 6 Findings and Analysis

## 6.1 Analysis of the Data

I had a informal interview in the organization with few responsible employees in different levels or positions such as Finance & Accounts Department, Quality Section Department, HR & Admin, Pattern Section Department, Production Department and Marketing Department to recognize the employer's view of the selection and recruitment process of FCI Group Ltd. Coming up next are the findings and analysis of the survey:

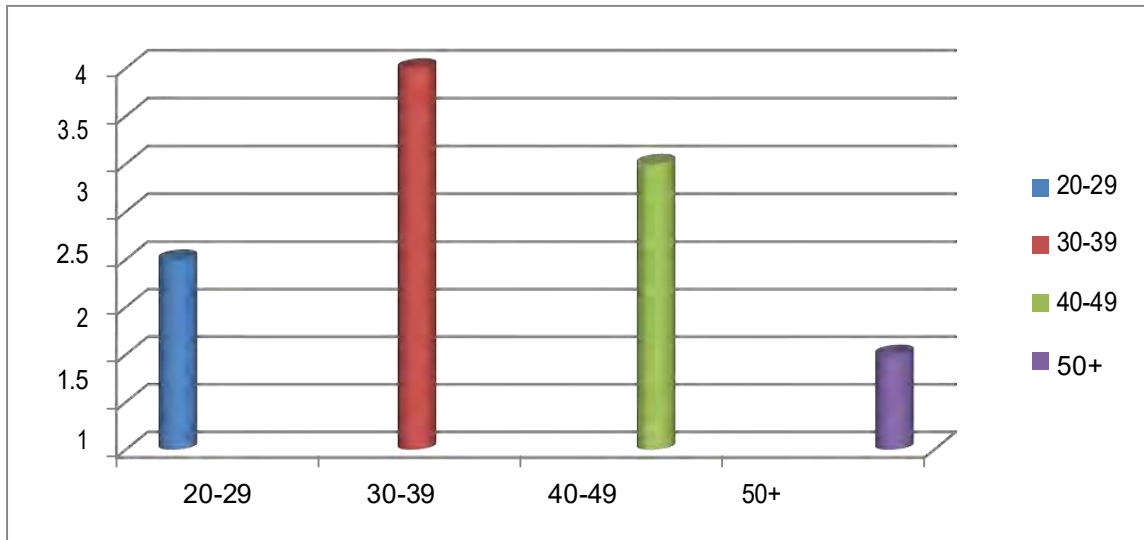
### 1. Gender



### Analysis:

The bar graphs herein depict the gender orientation of the FCI Group Ltd members I've interviewed. The Y-axis depicts the number of representatives I discussed in my comparison, while the X-axis depicts their response to the question. In my poll, 70 percent of representatives are male and 30 percent of executives are female, as seen in the diagram.

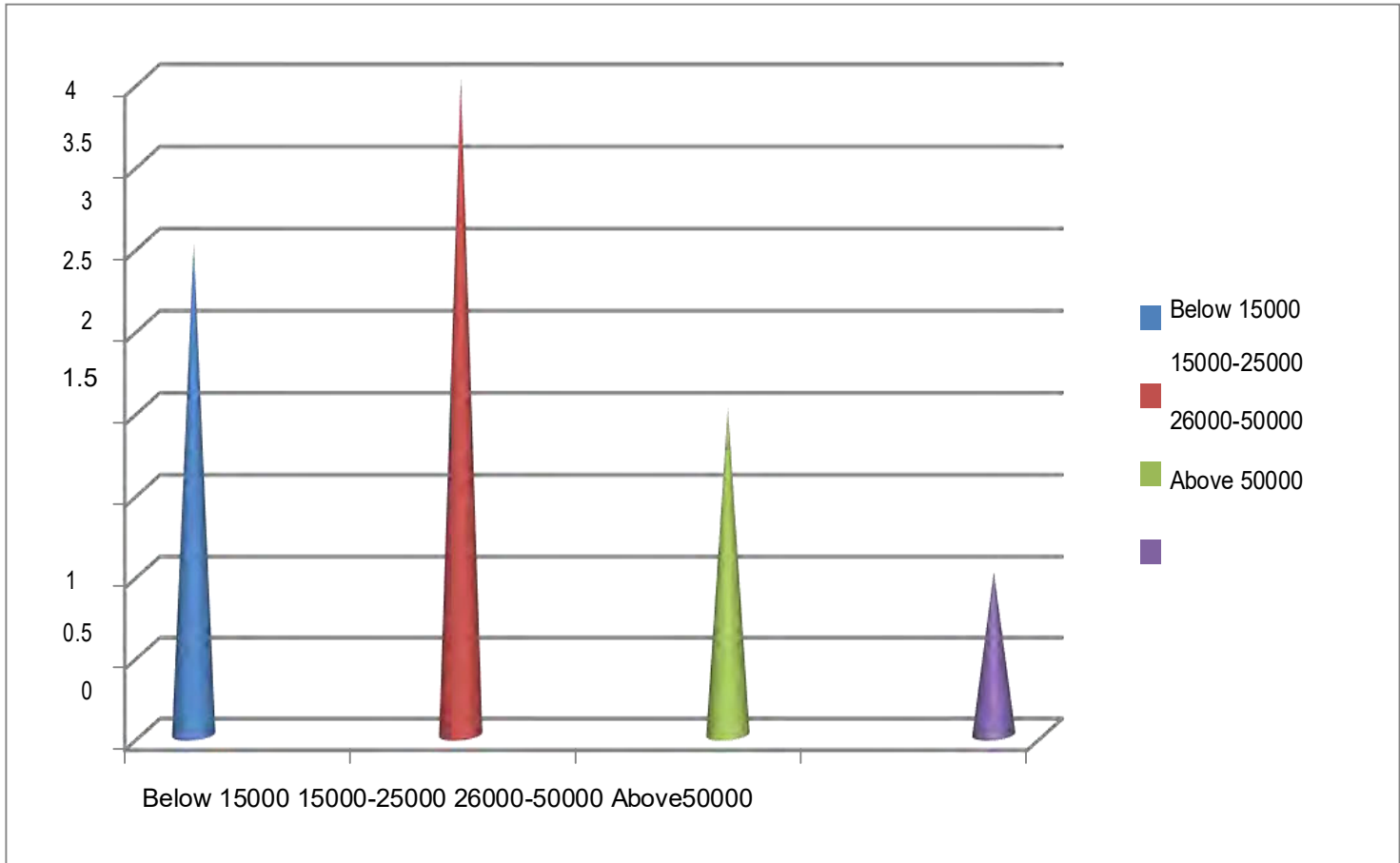
## 2. Age (In Years)



### Analysis:

The age of the staff in FCI Group is depicted in the bar graph above. The Y-axis depicts the number of employees in my interview, while the X-axis depicts their responses to the inquiry. According to the study's outline, 20% of representatives are between the ages of 20 and 29, 40% of staff are between the ages of 30-39, 30% of workers are between the ages of 40 and 49, and 10% of workers are over the age of 50.

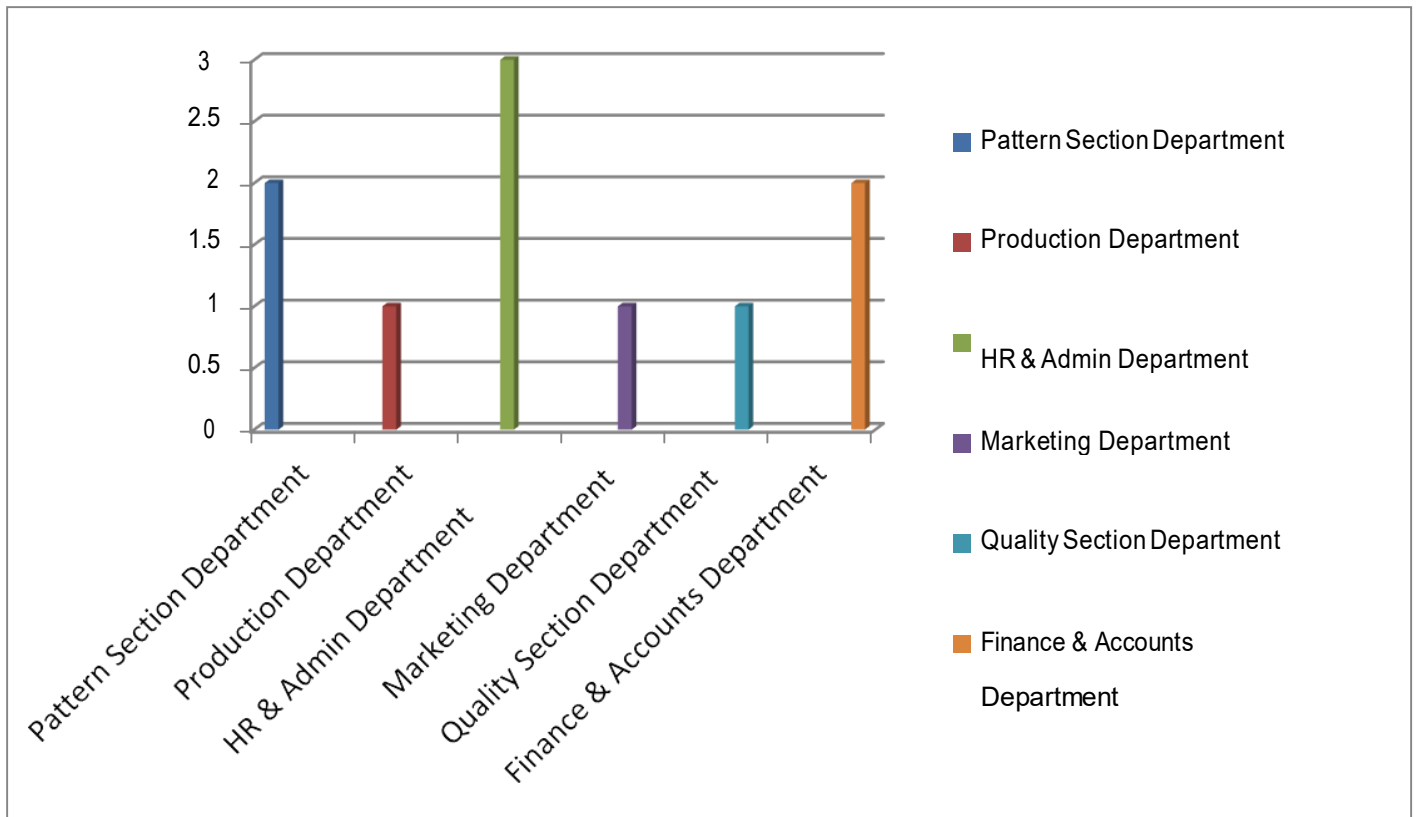
### 3. Income Range (IN TK)



#### Analysis:

The pay scale of the representatives I reviewed in FCI Group Ltd is depicted in the bar outlines above. In my case, the Y-pivot represents the number of representatives I interviewed, and the X-hub represents their response to the inquiry. In the diagram, it can be shown that 30% of representatives have pay ranges below Tk. 15000, 40% of employees have pay ranges between Tk. 15000 and Tk. 20000, 20% of representatives have pay ranges between Tk. 26000 and Tk. 50000, and finally 10% of representatives have pay ranges above Tk. 50000.

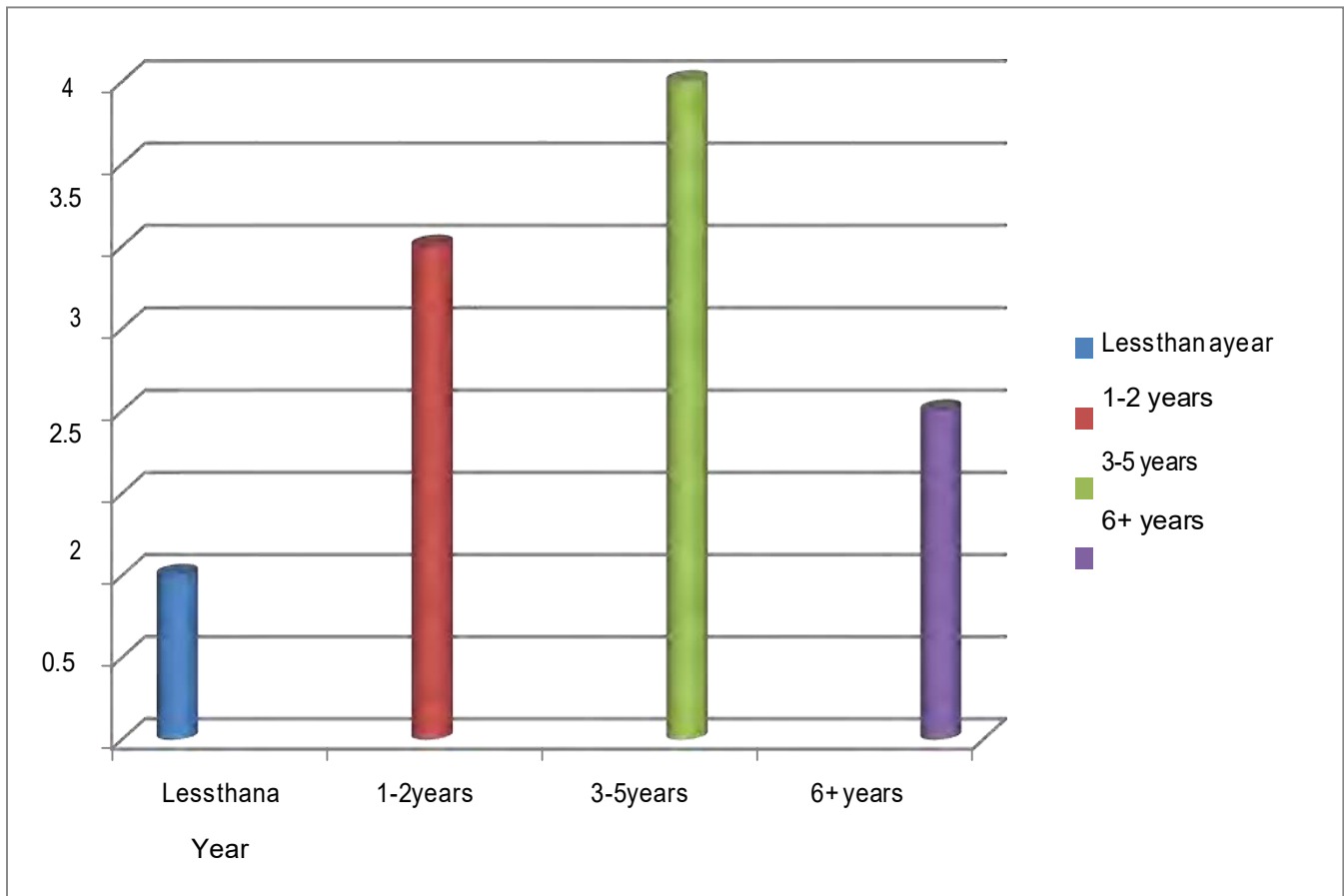
#### 4. Workers from various department



#### Analysis:

The bar diagrams above depict the representative division in FCI Group Ltd, which I interviewed. In my case, the Y-pivot represents the number of staff I examined, while the X-axis represents their response to the inquiry. In my analysis, 20% of employees are from the pattern division, 10% employees are from the manufacturing department, 30% workers are from HR and Admin, 10% workers are from the marketing department, 10% workers are from the quality section department, and finally, 20% workers are from the accounting and finance department.

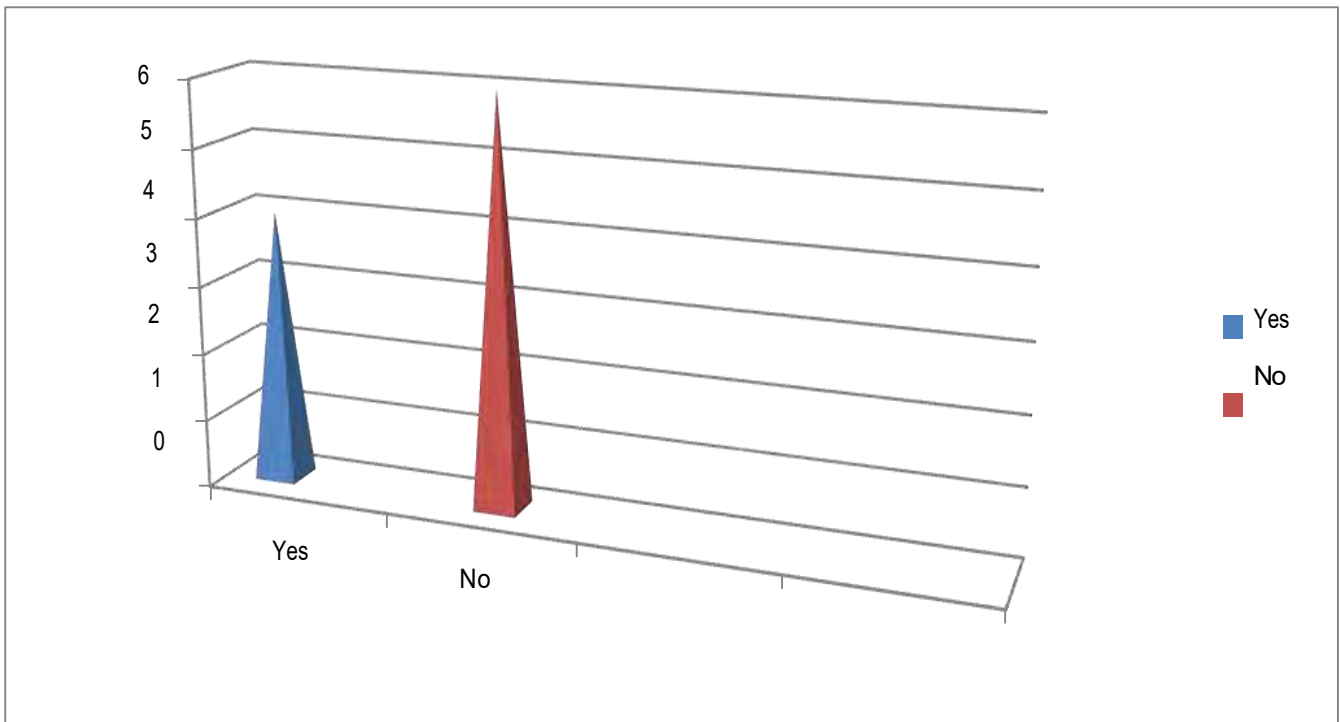
## 5. How many years have you been with Fci Group ltd?



### Analysis:

The bar graph above depicts the experience of employees in the FCI Group that I analyzed. The Y-pivot depicts the number of members I discussed in my comparison, while the X-hub depicts their responses to the inquiry. In my analysis, it is clear that 10% of employees have insight of less than a year, 30% of representatives have insight of 1-2 years, 40% of representatives have insight of 3-5 years, and ultimately, 20% of representatives have insight of more than 6 years.

## 6. Selection and recruitment process is fair enough?

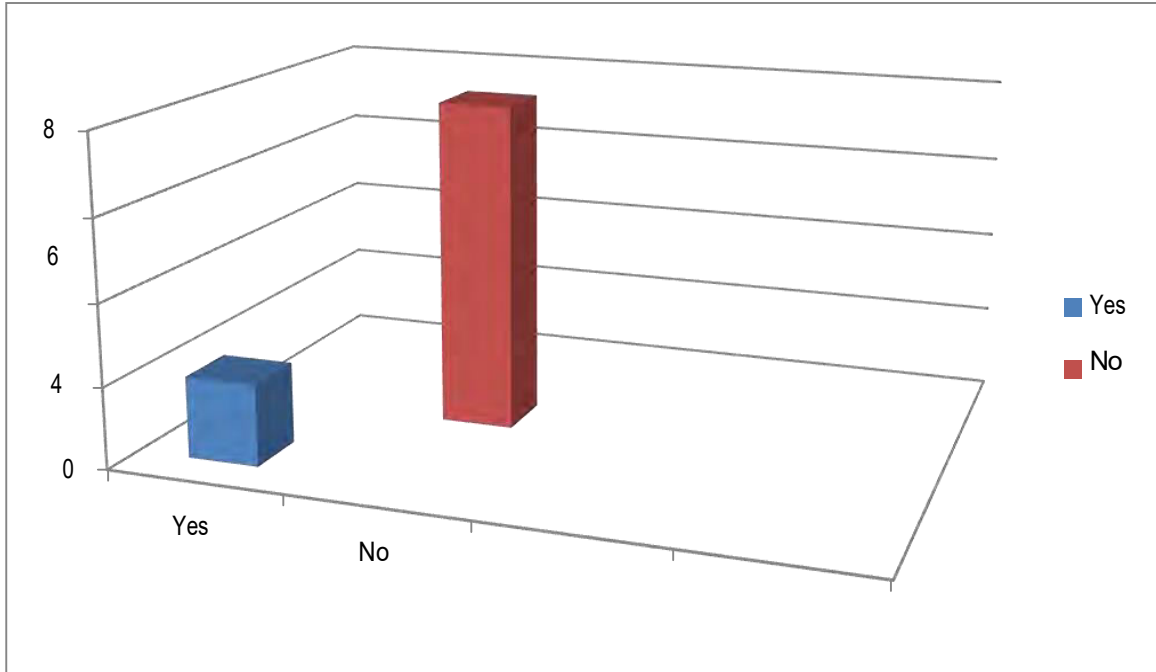


### Analysis:

The outlines of the bars above depict my impressions of FCI Group Ltd members. In my case, the Y-pivot represents the number of staff I've evaluated, and the X-hub represents their response to the query. In my analysis, it can be seen from the graph that the majority of the members, for example, 60 percent of the representatives agree that the organization's enrollment and decision strategy isn't fair and 40 percent of the personnel believe that the enlistment and selection process is reasonable.



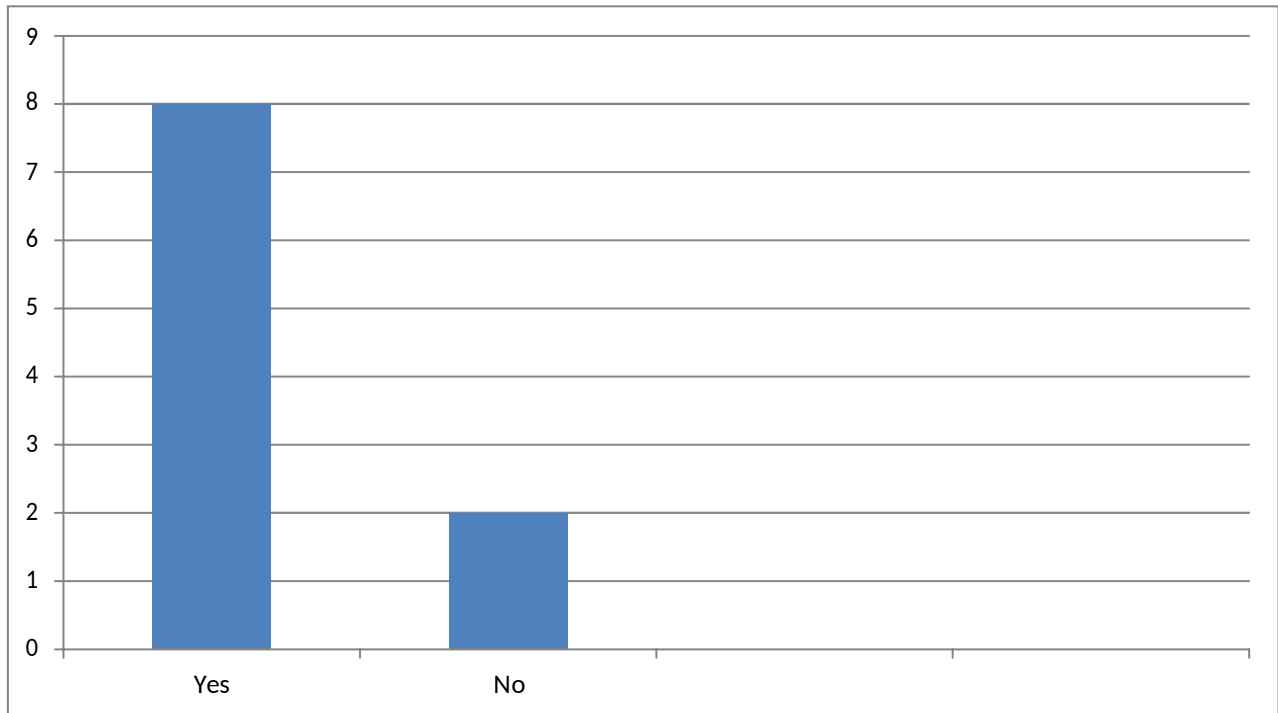
**7. Is there any discrimination throughout selection and recruitment procedure?**



**Analysis:**

The outlines of the bars above depict my impressions of FCI Group Ltd members. In my case, the Y-pivot represents the number of staff I've evaluated, and the X-hub represents their response to the query. In my assessment, it can be seen from the graph that the majority of workers, for example, 80 percent of members believe that the association segregates in its recruitment involvement and 20 percent of workers believe that the association does not differentiate in its hiring period.

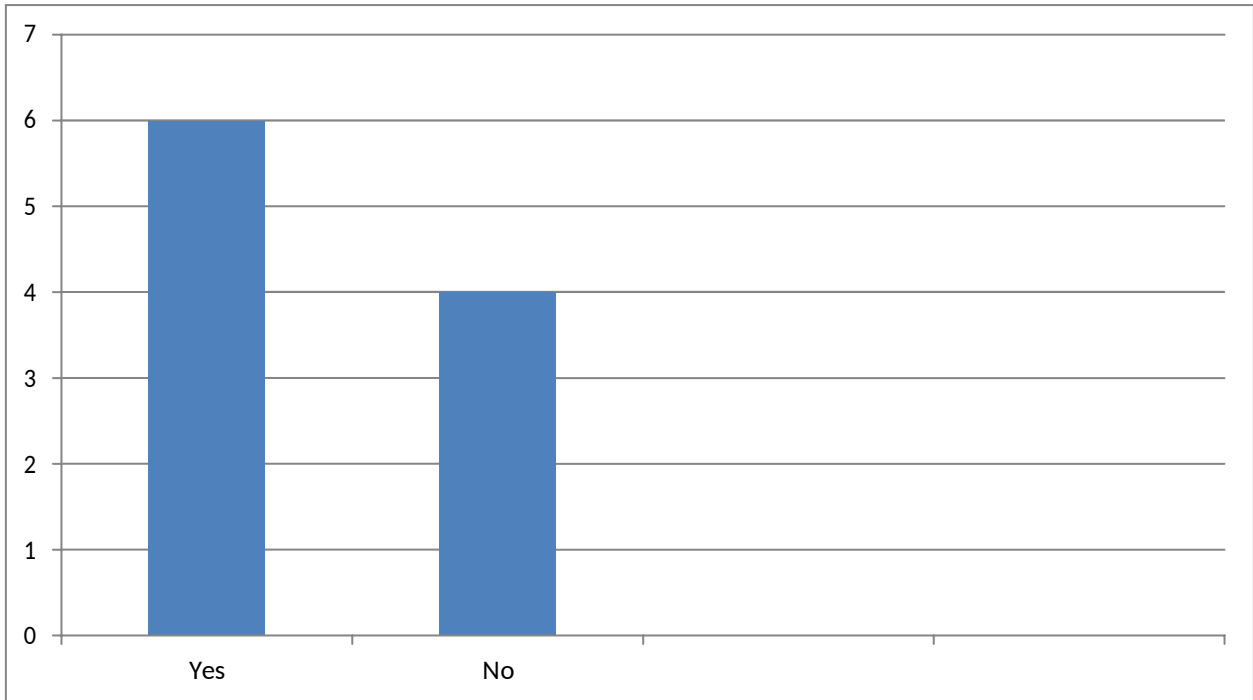
**8. Selective recruitment and selection procedure helps to find deserved candidate according to the required position?**



**Analysis:**

The bar graph above depicts the perspective of staff in FCI Group Ltd that I observed. In my case, the Y-pivot represents the number of representatives I studied, and the X-hub represents their response to the inquiry. According to the diagram, the majority of staff, for example, 80 percent of representatives believe that selective recruiting and selection procedure helps to find deserved candidate according to the necessary position, while 20% of representatives believe that selective recruitment and selection procedure doesn't help to find deserved candidate according to the required position.

## 9. The standard of current working employees is satisfactory?

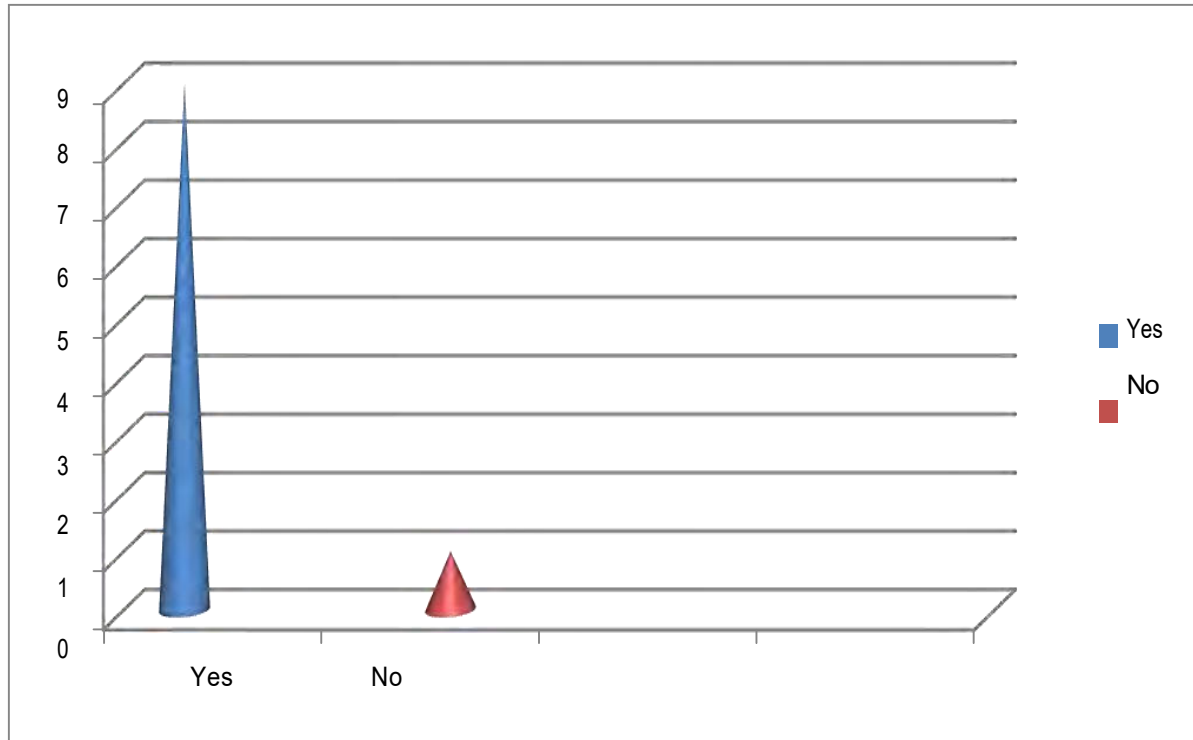


### Analysis:

The bar

The bar graph above depicts the perspective of staff in FCI Group Ltd that I observed. In my case, the Y-pivot represents the number of representatives I studied, and the X-hub represents their response to the inquiry. In my analysis, the graph shows that the majority of staff, for example, 60% of representatives believe that the quality of new working employees is acceptable and 40% of representatives believe that the standard of existing working employees is not satisfactory.

## 10. Employee's experience and skills matters more than educational background in case of hiring?



### Analysis:

The bar graph above depicts the perspective of staff in FCI Group Ltd that I observed. In my case, the Y-pivot represents the number of representatives I studied, and the X-hub represents their response to the inquiry. In my summary, it is clear from the graph that the majority of the representatives, for example, 90% of the representatives believe that employee's knowledge and skills matter more than educational background, and 10% of employees believe that experience and skills matter more than educational background.

## **6.2 Findings**

Findings from the interview which I have done briefly discussed in bellow:

- FCI group basically hires male workers as opposed to female ones since the executives might want to have male representatives rather than female representatives.
- The employees of the FCI group larger part matured between 30-45 years look for puberty alongside experience and expertise essentially.
- Most of employee's pay range begins in the middle of 15,000-25,000 which is exceptionally low as per the work market and it tends to be reason to demotivate representatives.
- The greater part of the employees feels personnel's experience and abilities matter more than their educational background in case of recruitment and selection.
- The vast majority of employees believe that the FCI group has the right person for the job.
- The greater part of the employees feels that there is a presence of segregation all through the selection and recruitment methodology in the FCI Group and which is an impact on representative fulfillment.
- The payment system of this company is very pleasant. Within the first week of the month total compensation along any sorts of bonus will be given to the respected employees.
- Hr department of Talisman ltd is very kind to the workers. They take instant actions in any case of complains or problems.
- FCI Group Talisman Ltd. Practices all the Bangladesh labor and industrial law thoroughly.
- From the observation of mine I must say they have a very good management who ensures good working environment along workers safety.
- In Talisman Ltd. I have seen they do not properly check background data of the applicants weather the candidates given information is right or worth they do not justify it.

## **Chapter:7 Internship Experience**

### **7.1 Learning**

I have done my internship in HR operations of FCI Group Talisman Ltd Garments. During the internship program I acquired a parcel of involvement in the professional workplace. I have taken care of my assignment chiefly laborers' individual Files. To make individual files for every representative need some significant report for keeping in the workplace. The significant archives should have to keep in close to home document, for example, Appointment Letter, Application for Vacancy, Educational Certificates, Citizenship Certificate, Nationality Certificate, Character Certificate, Physical Health Certificate, Blood Group Checking Report, Employee History Background and Reference Check, And Employee Information and so forth I set up those records.

And all the co-workers, staffs and all the higher level of employees and the lower level of employees are strongly connected and communicate with one another on a daily basis. So that, the upper-level employees know about the lower-level employee's job performance and their problems and also try to solve that problem within a short period of time.

### **7.2 Significant pleasant and/or unpleasant incidences**

I have worked in this association as an internee (HR officer), so I am very little acquainted with this association. In any case, it was a liberal joy for me that the organization offers the chance to chip away at the ground of enrollment and choice systems. All HR office staff has upheld me quite well. I have taken in a parcel of things from this internship that will assist me with developing my carrier. I truly make the most of my internship period in FCI Group Talisman Ltd. During my internship period, there were no unpleasant occurrences have took place.

## **Chapter: 8 Recommendation**

A couple of recommendations I can suggest the FCI Group Ltd are according to the accompanying:

- The HR division of the organization can build its current size to deal with the HR tasks and elements of the organization all the more easily and viably.
- To propel the representatives, the organization can update its pay structure and relate it to the present place of the employment market. This will support worker inspiration and upgrade the efficiency and execution of the representatives in the organization.
- The organization can likewise carry out various worker benefits programs and offices to persuade the representatives. It can give portable bills as per the assignment of the representatives and furthermore give transportation offices to the organization workers to support worker maintenance and inspiration.
- The recruitment and selection method of the organization can be modified and a conventional construction for choosing the privileged and qualified applicants can be carried out to keep away from any segregation simultaneously.
- Outside mentors can train HR and administrative personnel for a successful arrangement with representative complaint.
- The pointless administration in the recruitment and selection method of the organization can be dispensed with to make the interaction more compelling. An opportunity to enlist and choose another worker can be reduced if the board focuses on the program.

## **Chapter: 9 Conclusion**

As per the discoveries, it's explained that these organizations are supporting the selection and recruitment process appropriately. Workers concur in many realities like staffing, rightsizing, perception technique and the satisfactory pool is given by HRM, utilization of HRM as a specialist, employing different sources, preparing and advancement measure. In general, the absolute selection and recruitment measure is going on a correct heading, nearly.

It's a fundamental advance for associations to guarantee the execution of the enrollment and choice cycle. Selection is making by utilizing clear warning of enacts or undertaking of the applicants. Outside sources are substantially more ideal by the representatives than inner enrollment. What's more, recruitment measure is likewise planned by the required staffing framework.

It demonstrates a superior recruitment and selection interaction of this Organization, utilizing the HRM division the much adequately. Most extreme representatives are upheld with a satisfactory pool which is given by HRM, for the quality candidate.

Staffing measure is likewise profoundly concurred by a most extreme populace so it tends to be told that, selection and recruitment measure is working out pleasantly in these frameworks. Despite the fact that there are undeniably more realities which are being found in this report, which should be improved by rehearsing or changing the procedure of recruitment and selection procedure system.



## **Chapter 10. Reference**

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