

Internship Report
on
Selection & Recruitment of
Plan International Bangladesh



By

Abida Arifin Shanta
BBA Program
ID: 111 132 102

A Project Report Submitted to
School of Business & Economics
United International University

An Internship Report is presented,
In partial fulfillment of the requirements for the award of the degree of
BACHELOR OF BUSINESS ADMINISTRATION

Submission Date: 10th April, 2018

Internship Report
on
Selection & Recruitment of
Plan International Bangladesh



Supervised By

Ms. Fahim Tasneema Azad
Assistant Professor
School of Business & Economics
United International University

Prepared By

Abida Arifin Shanta
ID: 111 132 102
BBA Program
Session: 2013-2017

Date of Submission: 10th April, 2018



**Selection & Recruitment at
Plan International Bangladesh**

Letter of Transmittal

24th March, 2018

Ms. Fahim Tasneema Azad

Assistant Professor

Internship Supervisor

United International University

Subject: Submission of Internship report on “The Recruitment and Selection Process of Plan International Bangladesh.”

Madam,

With reference to the above subject, I am satisfied to show the report, which is a piece of fulfillment of the BBA Program. I trusted that inside my constrained learning this report gives point by point data about Recruitment and Selection practices of Plan International Bangladesh.

Amid the activity I have attempted my best, particularly in giving a more sorted out shape and to take after the direction that you have given which gave me a perspective the entire experience of this program and to get knowledge into the genuine circumstance.

In this manner, I earnestly trust that you will discover delight in perusing to break down the report about Recruitment and Selection process.

Thanking you

Very truly yours



Abida Arifin Shanta

ID No. : 111132102

Human Resource Management/ BBA Department

United International University

Acknowledgement

I might want to offer my tremendous thanks that have brought about finished most recent three months while setting up this answer to the quantity of individuals, who have given me rules, help, support and collaboration for getting it going.

Above all else, I might want to pay my appreciation to the omnipotent Allah for enabling me to buckle down.

I wish to stretch out my earnest appreciation to Fahim Tasneema Azad for giving me chance to take up this examination and her precious remarks and proposals and supervision through the course of my investigation.

This acknowledgement will not complete if I do not thank to the director chief of HR and OD division of Plan International Bangladesh. Without his help, it would have been extremely troublesome for me to finish this report. I likewise get a kick out of the chance to thanks my Supervisor Ms. Afroza Hossain Shela, HR pro and different partners, and my relatives, who are my mainstays of quality and all worries for helping me in finishing this report and BBA. I am thankful for their assistance and guidance.

Abida Arifin Shanta

ID No. : 111132102

Human Resource Management/ BBA Department

United International University

Executive Summary

The Internship Report is based on an International Organization named Plan International Bangladesh, and the project analyzes the Selection & Recruitment Process of Plan International Bangladesh. This report gives an overview of the exercises and operational methodologies of HR hiring of the said organization.

In Plan International Bangladesh, the "Recruitment and Selection Process" is completed by thoroughly going through each and every step of recruitment. HR department of Plan International Bangladesh has set up a system to select the required human resources with the help of the needed departmental head. All the sensitive information are dealt with confidentially throughout the process. For recruiting an employee, competency is an absolute necessity. In addition to that, the authority looks for candidates with analytical skills, learning capacity and experience.

The report primarily describes the nature of the job, different positions, procedures of hiring employees and different types of national and international policies. The HR department carries out the all general and HR activities which include human resource planning, workforce forecasting, recruitment, selection performance appraisal and performance evaluation and assessment, training and training assessment. The job role of an intern in the HR department is mainly assisting in those day to day operations of the organization which is also an excellent way to learn and understands the procedure through on the job training.

Table of Content

Letter of Transmittal	II
Acknowledgement	III
Executive Summary	IV
1.1 <i>Introduction</i>	1
1.2 <i>Origin of the Report</i>	1
1.3 <i>Background of the Report</i>	1
1.4 <i>Objective of the Report</i>	2
1.5 <i>Scope of the Report</i>	2
1.6 <i>Limitations of the study</i>	3
2.1 <i>Methodology</i>	3
2.2 <i>Target Population</i>	3
2.3 <i>Data Collection Method</i>	3
2.4 <i>Sampling Sources</i>	4
2.4.1 <i>Primary Sources Information</i>	4
2.4.2 <i>Secondary Sources Information</i>	4
3.1 <i>Background of Plan International Bangladesh</i>	5
3.2 <i>Organization at a Glance</i>	6
3.3 <i>Structure of Plan International Bangladesh</i>	7
3.4 <i>Strategy</i>	8
3.5 <i>Our Vision</i>	8
3.6 <i>Our Mission</i>	8
3.7 <i>Values</i>	8
3.8 <i>Slogan</i>	9
3.9 <i>Donors</i>	9
3.10 <i>Plan International Bangladesh Offices in Bangladesh</i>	9
4.1 <i>Definition of Selection & Recruitment</i>	10
4.2 <i>Wellsprings of Recruitment</i>	11
4.2.1 <i>Inward Strategies:</i>	11
4.2.2 <i>Outside Strategies</i>	12
5.1 <i>Employment Grouping</i>	12
5.2 <i>Recruitment Consultancies in Plan</i>	13
5.2.1 <i>Manpower Planning</i>	15
5.2.2 <i>HR Demand</i>	15

5.2.3 Occupation Advertisement.....	15
5.2.4 Shortlisted Name of Applicants	15
5.2.5 Calendar Meeting.....	16
5.2.6 Lead Meeting	16
5.2.7 Reference Check	16
5.2.8 Acceptance/Introduction	17
5.2.9 Assessment.....	18
6.1 <i>Personal File Correspondences</i>	18
6.2 <i>Training</i>	19
7.1 <i>Policies of Plan International Bangladesh</i>	20
7.1.1 Human Resource Policy.....	20
7.1.2 Business Travel Policy.....	25
7.1.3 Child Protection Policy	25
7.1.4 PLAN IT Policy	27
7.1.5 Whistle Blowing Policy	28
7.1.6 Global Grievance Policy	29
7.1.7 Sexual Harassment Policy.....	30
8.1 <i>Findings</i>	31
8.1.1 Selection and Recruitment Procedure	31
8.1.2 Organization’s Working Environment.....	32
9.1 <i>SWOT Analysis</i>	33
9.1.1 Strength.....	33
9.1.2 Weakness	34
9.1.3 Opportunity.....	34
9.1.4 Threat	35
10.1 <i>Recommendations</i>	35
10.2 <i>Conclusion</i>	36
10.3 <i>Bibliography</i>	37

1.1 Introduction

For any student, educational programs exercises are insufficient for dealing with the genuine business circumstance, so it's a chance to a student to go pragmatic learning through temporary job program. One of the attempted and demonstrated techniques for joining the weakness of hypothetical learning is involvement in the temporary position program. It is the joined game plan between the instructive establishment and corporate house working in the reasonable field of BBA program to create adroit Business Execution having an exoneration proficient standpoint. So Undergraduates can have a firsthand perspective of the genuine business condition. The prime target of this entry level position program is to create the students with reasonable association condition so that, they can turn up themselves for the activity in future and inspire chance to know the hypothetical information with the genuine circumstance. Thus, entry level position program is a crucial for the BBA program. As an understudy of United International University, I've finished my Internship in "Plan International Bangladesh" and I have arranged this investigate Selection and Recruitment procedure of "Plan International Bangladesh". I have attempted my best to make this report compelling and sensible.

1.2 Origin of the Report

Bachelor of Business Administration (BBA) course requires 3 months connection with an association took after by a report relegated by the director in the association and embraced by the personnel counsel. I accepted the open door to do my entry level position in Plan International Bangladesh. My theme of temporary job is Selection and Recruitment in Plan International Bangladesh. My honorable internship supervisor *Fahim Tasneema Azad*, Assistant Professor, United International University, likewise endorsed the point and approved me to set up this report as a major aspect of the satisfaction of entry level position prerequisite.

1.3 Background of the Report

I have worked in Human Resource and Organization Development (HR&OD) Department of the nation office of Plan International Bangladesh which is arranged in Gulshan-2, Dhaka. In this

report, I will endeavor to influence a point by point investigation on HR enlistment to procedure of Plan International Bangladesh, exceptionally centers around Final Selection Procedure, Scoring, Personal Filing, Working condition and furthermore some different perquisites.

1.4 Objective of the Report

1. To increase reasonable learning about how the human asset exercises are performed.
2. To recognize and break down human asset exercises of Plan International Bangladesh.
3. To discover the zone of change for HR area in Plan International Bangladesh.
4. To get a general thought regarding the human asset exhibitions of the association.
5. To know the enrolment procedure of an association, CV shorting technique and last determination process.
6. To apply my scholastic information in reasonable field.
7. To have some viable exposures that will be useful for my future vocation.
8. To satisfy the prerequisite of the temporary position program under BBA program.

1.5 Scope of the Report

The examination gives total information about human asset administrations of Plan International Bangladesh. This report gives an expansive outline of human asset exercises. It comprises of my perception and at work involvement amid the temporary job time frame. This report fuses the distinctive parts of HR devices and procedures and its impacts on the execution of the association. I encased how HR division functioned amid the time of my viable introduction and endeavor to speak to the territory of hierarchical outline. While setting up this report, I had an extraordinary chance to have a top to bottom information of all the human asset practices and exercises by Plan International Bangladesh. It additionally encourages me to increase point of view of an all around famous quality testing, examination and arrangement organization working in Bangladesh.

1.6 Limitations of the study

1. The primary imperative of the investigation was of time as the length of the program was of three months as it were.
2. HRD's activities are completely classified. It was sensibly reasonable that all the data was not generally accessible to me.
3. Lack of involvement in the keeping money division has been another major compel of this examination.
4. As the officers are exceptionally occupied with their day by day work, they could give next to no time.
5. Insufficient supply of applicable books and diaries.
6. Difficult to confirm the exactness of the gathered information.

2.1 Methodology

Methodology is the source by which we can efficiently tackle the examination issue. By this some successive advances are finished to indicate the examination. Most importantly, the entry level position methodology was detailed, at that point I have assembled applicable and required writing working regions, after that a report subject had been resolved. Around then, both the essential and auxiliary information was gathered. Subsequently gathered information was examined, masterminded according to the investigation requests.

The examination has been started just to discover or investigate the understanding of the human asset exercises of Plan International Bangladesh. In this way, the investigation is an exploratory research. To finish the investigation both essential and optional information had been utilized.

2.2 Target Population

The target populations of this report are candidates and employees of Plan International Bangladesh.

2.3 Data Collection Method

Data was collected through previous documents, archival records and highly reliant on direct observation. Main source of data is open ended interview and observation. To find out the human

resources process and activities sometimes I had to review the HR policy of the organization from its policy paper.

2.4 Sampling Sources

So as to set up the allotted entry level position report, I have gathered vital data from two kinds of source as takes after:

- 1) Primary sources data.
- 2) Secondary sources data.

The essential information assembled through examining casually with workers of Plan International Bangladesh, for the most part of HRD. Some optional information additionally has been utilized to make the report more concrete.

2.4.1 Primary Sources Information

- ✚ Face to confront discussion with the officers and officials of Plan International Bangladesh.
- ✚ Feedback overview of workers about the trainings gave to them utilizing casual discussions.
- ✚ Direct perception.
- ✚ Practical work area work.
- ✚ Study of the living documents as taught by the officers concerned.
- ✚ Interviewing the individual who are dealt with authority in separate to this report.

2.4.2 Secondary Sources Information

- ✚ Annual report of Plan International Bangladesh.
- ✚ Prospectus and reports of Plan International Bangladesh.
- ✚ Prior look into report.

- ✚ Website of Plan International Bangladesh.
- ✚ Relevant books, Articles and so forth.

3.1 Background of Plan International Bangladesh

Plan International Bangladesh was established more than 80 years prior with a mission to advance and ensure the privileges of youngsters. The association was set up by British writer John Langdon.

Davies and outcast specialist Eric Muggeridge in 1937, with the first expect to give nourishment, settlement and training to kids whose lives had been upset by the Spanish Civil War.

In 1937, Plan International was established as 'Temporary Parents Plan for Children in Spain' to help kids whose lives were upset by the Spanish Civil War.

Amid World War II, the association ended up known as 'Temporary Parents Plan for War Children' and worked in England, helping uprooted youngsters from all finished Europe. After the war, this association stretched out guide to youngsters in France, Belgium, Italy, Netherlands, Germany, Greece and quickly in Poland, Czechoslovakia and China.

As Europe recuperated, the association bit by bit moved out of these nations and opened new projects in less created nations. The association expelled its reference to war kids and moved toward becoming 'Non-permanent Parents Plan Inc.' to mirror the objective of conveying enduring changes to the lives of kids in require, whatever their conditions.

In 2017, Plan International is stamping 80th commemoration of helping youngsters. Plan is dynamic in more than 70 nations to propel youngsters' rights and equity for young ladies. Work achieved 17.1 million young ladies and 15.5 million young men a year ago.

Plan International is working in Bangladesh since 1994; they put kids at the focal point of their work, empowering youngsters to appreciate a superior future. Their needs in Bangladesh are:

- ✚ Ensuring Health
- ✚ Ensuring Education

- ✚ Protection and
- ✚ Disaster Risk Management.

3.2 Organization at a Glance

Plan International Bangladesh	
	
<u>Type</u>	Non-Profit Organization
Founded	1937; (80 years)
Headquarters	Dukes Court, Block A, Duke Street, Woking, Surrey GU21 5BH, United Kingdom
Area served	Worldwide (70 countries)
Key people	Country Director(CD) Deputy Country Director (DCD)
Works	Child Protection, Health, Education, Disaster Risk Management
Number of employees	535(2017), Women 256, Men 279
Website	www.plan-international.org

Figure: Plan’s Overview at a Glance

3.3 Structure of Plan International Bangladesh

Plan International is a global federation that is active in over 70 countries around the world. The global organization comprises 21 fundraising offices, which are separate legal entities known as National Organizations, and Plan International, Inc., which runs our field operations, principally through branch offices. Plan International’s headquarters in the UK is run through Plan Limited, Plan International Inc.’s subsidiary.

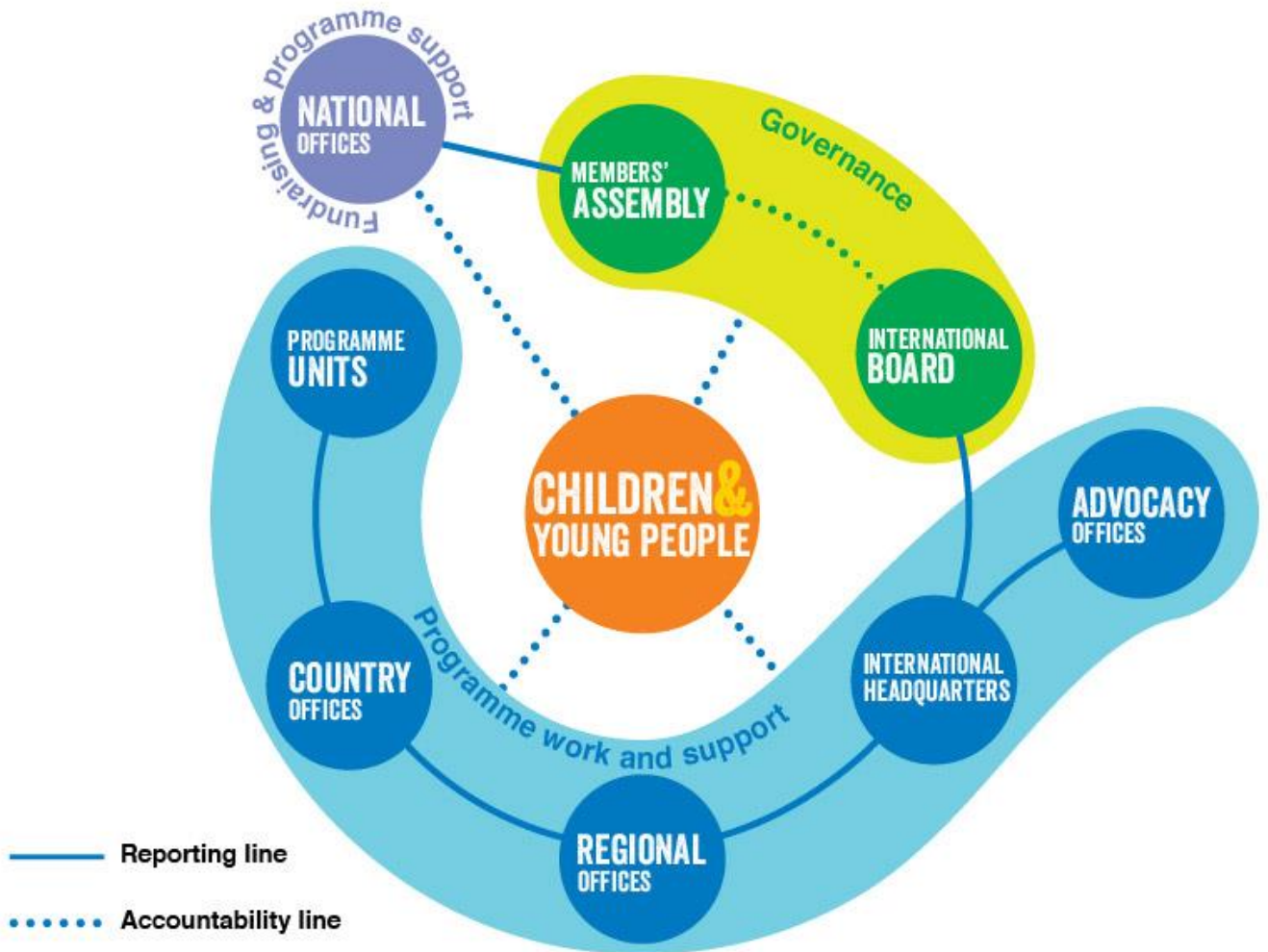


Figure: Structure of Plan International Bangladesh

3.4 Strategy

Our system is to work with helpless kids and particularly young ladies so they can learn lead, choose and flourish. Inside the technique we have a desire to change the lives of 100 million young ladies. Kid sponsorship and grassroots group work is the key to our procedure and accomplishing this aspiration.

3.5 Our Vision

Plan's vision is of a world in which all kids understand their maximum capacity in social orders that regard individuals' rights and nobility.

3.6 Our Mission

Plan intends to accomplish enduring upgrades in the personal satisfaction of denied kids in creating nations, through a procedure that joins individuals crosswise over societies and increases the value of their lives, by:

- ✚ Empowering denied kids, their families and their groups to meet their fundamental needs and to expand their capacity to take part in an advantage from their social orders
- ✚ Building connections to expand comprehension and solidarity among people groups of various societies
- ✚ Nations advancing the rights and interests of the world's children.

3.7 Values

1. We will dependably act to the greatest advantage of the kid.
2. We regard kid rights and human rights and we have faith in everybody's intrinsic and natural pride as individuals paying little heed to age, sex, race, shading, ethnicity, religion, class, nationality, national inception, conjugal status, sexual introduction or incapacity.
3. We are moral, legitimate, straightforward, and put a high incentive on trustworthiness.
4. We make the conditions in our work, in our exercises and in our association for individual strengthening, particularly of kids and the most minimized.

5. We recognize that we can't take care of issues of neediness alone however just through cooperation and common organizations.
6. We are responsible to the greater part of our partners in correspondence, funds, execution measures, and come about and take a stab at adequacy, supportability, and proficiency in all that we do. We hold fast to perceived universal principles.
7. We take a stab at ceaseless learning and change. We tune in to new thoughts and support entrepreneurial exercises, development, inventiveness, and change.

3.8 Slogan

‘Be a Part of It’

3.9 Donors

Plan’s major donors are;

CAC, DFID, Dutch Government, SIDA, DFAT, UN and USAID.

Highest fund managed for Bangladesh by UKNO followed by CNO, USNO, NLNO and ANO.

3.10 Plan International Bangladesh Offices in Bangladesh

City	Office
Dhaka	Gulshan, Country Office
Dhaka	Gazipur, Unit Office
Rangpur	Divisional Office
Rangpur	Jaldhaka, Program Office
Rangpur	Hatibandha, Program Office
Barishal	Barguna, Program Office
Chittagong	Emergency Response Office

Figure: Office of Plan in Bangladesh

4.1 Definition of Selection & Recruitment

Recruitment is the procedure by which associations can apportion the most appropriate individual for empty position. Most associations have a proceeding with need to enroll new representatives to supplant the individuals who leave or are elevated keeping in mind the end goal to obtain new abilities and advance hierarchical development. Recruitment is characterized as, "a procedure by which an association pick it's labor to meet the necessities of the recruitment plan and to utilize powerful measures for engaging that labor in satisfactory numbers to empower compelling determination of a proficient workforce. Recruitment is a 'procedure of joining' in that it tries to unite work seekers and manager with a view to urges the previous to apply for a vocation with the last mentioned. Keeping in mind the end goal to welcome individuals for the employments, the association must convey the situation such that activity seekers react. To be financially savvy, the recruitment system ought to draw in qualified candidates and give enough data to inadequate people to self-choose themselves out. Therefore, the recruitment procedure starts when newcomers are required and closes when their applications are submitted. The outcome is a pool of candidates from which new workers are chosen.

On a similar way Determination is the technique for picking people who have pertinent capabilities to fill employments in an association. The fundamental reason for existing is to pick the person who can most effectively play out the activity from the pool of skilled competitors. The reason for determination is to get the most appropriate competitor who might meet the prerequisites of the activity in an association best, to discover which work candidate will be powerful, if enlisted. To meet this objective, the association gets and evaluates data about the candidates as far as age, capabilities, abilities, encounter, and so forth the requirements of the activity are coordinated with the profile.

The most appropriate individual is then grabbed in the wake of wiping out the unacceptable candidates through progressive phases of choice process. How well a representative is coordinated to an occupation is critical in light of the fact that it is specifically influences the sum and nature of worker's work. Any jumbled in such manner can cost an association a lot of cash, time and inconvenience, particularly, as far as preparing and working expenses.

4.2 Wellsprings of Recruitment

The accompanying are the most normally utilized strategies for selecting individuals.

4.2.1 Inward Strategies:

This alludes to the filling of occupation opportunities from inside the association - where existing representatives are chosen instead of utilizing somebody from outside. Plan Worldwide Bangladesh once in a while chooses its workers from inside candidates. Essentially for long haul venture interior representatives are chosen.

Advancements and Exchanges

This is a technique for filling opportunities from inside through exchanges and advancements. A transmit is an as an afterthought development inside a similar position, starting with one employment then onto the next. It might prompt changes in obligations and duties, working conditions, and so forth, however not really compensation. Advancement includes development of representative from a lower level position to a larger amount position joined by changes in obligations, duties, status and esteem.

Occupation Posting

Occupation posting is another method for employing individuals from inside the association in Plan Universal Bangladesh. In this strategy, the association plugs employment opportunity on release sheets, electronic technique and comparable outlets. One of the basic points of interest of this procedure is that it offers an opportunity to exceptionally qualified candidates working inside the organization to search for development openings inside the association.

Representative Referrals

Representative referral implies utilizing private contacts to put openings for work. It is a suggestion from a present worker with respect to a vocation candidate. Representatives working in the association are urged to suggest the names of their companions, working in different associations for a conceivable opportunity sooner rather than later. Be that as it may, in Plan this strategy is entirely precluded. No worker can give any proposal to give an opening for work to their blood relates relatives to work in this association.

4.2.2 Outside Strategies:

This alludes to the filling of employment opening from outside the association. Plan takes part in outside work reasonably habitually, overwhelmingly those that are developing powerfully, or that work in associations with high staff turnover.

Notices

This incorporate notices are comes out in the day by day daily papers, proficient and specialized diaries, and on the web. The promotions for the most part give a concise blueprint of the expected set of responsibilities, obligations, remuneration bundle, length, area, prospects in associations, and so forth. This technique is proper when the association needs a genuinely decent number of capable individuals – who are topographically spread out.

Grounds Recruitment

It is a technique for selecting by going by and partaking in school grounds and their situation focuses. Plan takes after this strategy by gathering the best CVs of the understudy from their college. In the wake of gathering the CVs HR Authorities of Plan Worldwide Bangladesh speak with them for the required position. On the off chance that they are intrigued for the position, they are approached to apply on online for the position.

5.1 Employment Grouping

Plan maintains a transparent and clearly defined job grading based on the Hay method. Currently Plan operates through seven grades: A, B, C1, C2, D1, D2, and E. The role description of each grade is given below:

A- Carries out routine support tasks with little or no discretion.

B- Implements and coordinates familiar activities.

C1- Coordinates the delivery of specified project activities, normally at program unit or community level. Provides specialist support to a relevant technical or geographical area Provides timely collection, processing and simple analysis of routine technical data and follow

up on discrepancies/omissions to support the delivery of services. Likely to be working under supervision but may act as a supervisor.

C2- Develops, implements, monitors or provides technical support strategy for the program unit or provides specialist business support to the country office. Develops detailed project plans and budgets for approval by more senior colleagues. Provides timely collection, processing and analysis of technical data and follow up on discrepancies/omissions to support the delivery of services. Trains/coaches/supports staff in implementing strategy; uses own expertise or coordinate a team of staff to deliver workload.

D1- Leads implementation of technical or global business support policy and strategy, or manages programs or projects, at country level. Provides technical assurance and prepares standards, policies and procedures within area of specialty, ensuring compliance with best practice, relevant legislation and Plan policies. Interprets policies and strategies to design programs and provide support to implementation, makes recommendations for improvements. Provides coaching and support to develop team members.

D2- Develops and implements technical, business support, or operational/programming strategy for the country, ensures consistency in the implementation of the country strategy. Interprets policies and strategies to design programs and provide support to or lead implementation. Sets budget and work schedule, and continually monitors.

E- Manages a function or a team of people at the country level. Interprets global and regional strategies to design policies or be involved in policy-making at country level.

Any staff member who feels that his/her current job does not go with the grade description they can ask P&C Manager for a job revaluation for identifying proper grade. The job re-evaluation is done twice a year.

5.2 Recruitment Consultancies in Plan

Plan International Bangladesh gives their manpower requirements to Placement & Recruitment Consultants who undertake the job of identifying suitable candidates for the organization. There is no any yearly based recruitment process. Plan only follow need based recruitment process. The recruitment process is explained below:



Figure: Flow Chart of Recruitment Process of Plan International

5.2.1 Manpower Planning

Manpower Planning is done to recognize the opening emerging out of association's needs. Every office embraces demand each year. Manpower planning might be required because of contract new representative in the association. Yearly labor spending plan, including current staff quality, is set up by the HR Executive and endorsed by the CD.

5.2.2 HR Demand

HR executives survey the necessity for the position and the need to fill the opening. He checks whether the prerequisite is according to Manpower Procuring Plan (Manpower Spending plan). At that point, Leader of the Office raises a Manpower Order Shape in an institutionalized arrangement and forwards the duplicate of MRF to the CD for endorsement. The Disc alongside HR Executive checks whether the employing necessity is for a current part or another part. In the event that the prerequisite is for existing part then the Compact disc forward the MRF to the HR executive. On the off chance that the prerequisite is for another part, at that point the chief makes Occupation.

Portrayal for the part in a standard organization and forward it with the MRF to the HR Masters to begin the recruitment procedure.

5.2.3 Occupation Advertisement

Plan HR distributes its round of business both on the web and day by day daily paper. In this roundabout both the inside and outside partakes can take part. There is no any biasness during the time spent short posting in light of the fact that the short recorded names are assembled by programming.

5.2.4 Shortlisted Name of Applicants

The HR Pro forward all the HR-Short recorded resumes to concerned HR&OD with continue depiction appended in mail with a duplicate to HR head. The Concerned division waitlists of the contender to be required a composed test and a meeting according to necessity for the Activity and advances the rundown to HR Office. The HR Master readies the Meeting Schedule and advances it to the concerned division and HR Executive.

5.2.5 Calendar Meeting

The HR Pro acquires a provisional calendar from concerned office and Head of HR for meeting the applicants. He requests that the experts line up the shortlisted hopefuls on booked meeting date. Consistent lineup is to be finished with competitors by the HR Authority to guarantee 100% interest. Hopefuls composed test contents are checked by the approved individual by giving them a code number. So no one can do any exploitative work.

5.2.6 Lead Meeting

The HR Masters in counsel with the concerned office will set up a meeting board. On the date of Meeting, the HR Pros at first take composed trial of the applicants and based on the composed test outcome, top 3/4 competitors are called for talk with area.

HR Official of Plan advances the Meeting Evaluation Sheet to the Meeting Board. The meeting board evaluates the hopeful in light of the components said beneath:

- ❖ CV probe and motivation
- ❖ Technical Knowledge
- ❖ Leadership, Management
- ❖ Child Protection and Gender
- ❖ Communication Skills
- ❖ Language Skills
- ❖ Organizational Fit
- ❖ Position Fit/Suitability for Specific Role

5.2.7 Reference Check

Reference checks are for the most part used to get the accompanying data:

1. Employment dates

2. Appraisal of a candidate's claim against the key determination criteria
3. Estimates of a candidate's activity execution capacities
4. Employer's readiness to re-contract the candidate.

Proficient officials (i.e. a past boss) ought to be reached to give data on the candidate. In the event that a candidate does not give proficient refs and does not have a true blue reason, this could show issues around their past encounters. It is prudent to investigate reasons with reference to why late past managers' points of interest are not given.

An organized way to deal with reference checks enhances its esteem. An institutionalized poll that expects arbitrators to rate the candidate's remaining on various occupations important qualities (rating scale 0– 5) with a spellbindingly secured reaction arrangement ought to be utilized.

Required checks (e.g. police checks) are an essential piece of the recruitment and determination process. These registers are included with the recruitment and determination procedure of Plan International Bangladesh.

5.2.8 Acceptance/Introduction

Acceptance/introduction encourages a vital piece of the association. By giving an enlistment program Plan give the association's outline to its new workers. Powerful introduction is an interest in worker assurance, efficiency and maintenance.

PLAN's accepted procedures propose enlistments/introductions are given below:

- Leading an organized enlistment process that spreads strategic and regulatory issues
- Utilizing an accomplice framework
- Getting formal criticism from new starters after a predefined time in the new part
- Checking and dealing with the new representatives.

5.2.9 Assessment

Gathering precise data is basic to understanding what is occurring, as well as to guarantee amend elucidation of the realities.

A whole investigation appraisal instrument has been created to give an asset to the segment to survey recruitment and choice procedures against those characterized as best practice.

The device is a survey in view of the accompanying measurements:

- Occupation examination and key determination criteria
- Short-posting
- Talking and extra appraisal
- Acceptance/Introduction
- The procedure (which incorporates assessment of the choice procedure).

6.1 Personal File Correspondences

The essential elements which are must be included to maintain personal files are given below as format of employee personal correspondences:

Subject/ Description	Page No.	Employee Status
Job Requisition		
Job Advertisement		
Short listing Criteria		
Job Application+ CV		
Invitation Letter		
Attendance Sheet		
Exam Sheet		
Written Test Result		
Final Selection Note+ Score Sheet		
Offer Letter		

References Check		
Contract Letter		
Joining Letter		
Academic Certificate		
Training/ Other Certificates		
Voter ID Card/ Driving License/ Passport/ Character Certificate		
Clearance from Previous Employment		
Employee Information Form		
Job Description (JD)		
Life Insurance Form		
Nominee Form		
Employee ID Form		
Bank Information		
Induction Schedule+ Report		

Figure: Personal File Information

After collecting all of the requirements, the HR Specialist prepares an employee’s personal file by picking this one by one sequentially.

6.2 Training

The enlistment preparing gave a chance to the recently joined staff to be acquainted with the association, its esteems, culture, individuals and satisfactory working practices. Likewise, it is additionally custom-made to meet their particular needs and time spans of workers. Enlistment preparing likewise encourages us with an expert impression of Plan International and its points and destinations enabling us to work towards these points and satisfy these. Preparing in this manner happens in the accompanying ways:

1. On the activity - learning abilities through involvement with work
2. Off the activity - learning through going to courses.

In the induction session all of the policy related issues, working procedure and working environment are discussed to the new employees.

7.1 Policies of Plan International Bangladesh

7.1.1 Human Resource Policy

Enabling Work Environment

One of Plan Bangladesh's qualities its solid workplace and positively credit goes to all Plan Bangladesh relatives. To keep up this empowering workplace this association needs:

- ✚ Staff individuals will urge each other to have an uplifting state of mind towards work and to make an empowering working environment in the association.
- ✚ Staff individuals will give auspicious inputs to their managers and associates with the goal that framework, process and representative conduct is ceaselessly made strides.
- ✚ Staff individuals will express their grievance auspicious with the goal that administration can address it viably.
- ✚ Staff individuals to be sex cognizant and touchy to the sexual orientation issues which will be showed through their conduct, convictions, qualities and mentalities mainstreaming sex in the association culture.

Plan Bangladesh is resolved to keep an empowering condition for the workers and any sorts of demonstrations of undue/superfluous, physical or mental, lewd behavior, by any representative towards other staff individuals, will be managed fitting measures.

Working Hours

Plan Bangladesh representatives (aside from help staff) are required to work at least 40 hours (8 hours daily including 30 minutes meal break) seven days unless the business conditions or set of working responsibilities states generally. The recommended office hour and working days are:

Sunday – Thursday; 0900 to 1300 + 30 minutes“ meal break + 1330 to 1700. Staff individuals are permitted to take two tea/respites according to their benefit.

Drivers, Cook and Office Chaperons are required to work 45 hours in seven days (9 hours daily including 30 minutes meal break + two tea/recesses for 15 minutes each toward the beginning of the day and toward the evening) Sunday through Thursday.

For the need of the association all representatives of Plan Bangladesh, if esteemed vital, might be required to work past available time, on ends of the week or occasions. Drivers, Cook and Office Orderlies for such work will be qualified for extra time installment according to the arrangement.

Available time amid Ramadan will be decreased by 60 to a hour and a half for all staff and advised in like manner.

Probation Period

All customary and contract staff individuals should acceptably total three/six months' trial period. Amid this period, the line chief will mentor and watch execution of the representative and his/her reasonableness for the position.

For the probationer it is compulsory to take one execution objective identified with acclimation with the Tyke Security Approach and exhibit the activity practices in consistence with the arrangement.

Toward the finish of the trial time frame the line director and the concerned probationer will finish trial execution examination and the line supervisor will send the proposals to the HR Office.

In the event that the execution of the representative has been discovered agreeable the Nation Chief will issue an affirmation letter to the worker toward the finish of the trial time frame.

In the occasion a representative's execution level/lead is found not up to the normal/required standard for the position or unacceptable, the trial time frame might be broadened one time for a further time of three months or the work might be ended with twenty four hours“ take note.

Toward the finish of the probation time frame all affirmed staff should go into a new Individual Responsibility Planning for the rest of the time of continuous execution cycle.

Salary and Other Benefits

Compensation installments might be made amid 25th to 28th of every month unless or generally trained by the Album or his/her assign. Installment should be made just in Bangladeshi Taka.

- A staff part might be paid his/her pay for any fragmentary period in the long stretch of joining and completion work of a month on genius rata premise.
- Reasoning from representative's pay might be made consequently for the accompanying reasons:
- Representative's commitment to Provident Reserve (relevant just for affirmed general worker)
- Pay assesses payable by workers.
- Unapproved nonattendance, leave without pay, according to HR Approach.
- Harm to, or loss of, products explicitly depended to the worker for authority, or for loss of cash for which he/she is responsible, when such harm or misfortune is straightforwardly owing to his/her carelessness or default.
- Recuperation of over installment of pay, remittance or advantage.

Overtime

Just care staff (Drivers/Cook/Office Orderlies) will be qualified for additional time if s/he works past his/her typical obligation hour in a working day or whenever on the week by week/open occasions gave that he/she works for over 1 hour additional in a working day or when he/she takes a shot at his/her occasions.

Increment

In view of the satisfactory execution rating (3, 4 or 5) augmentation is granted once every year successful from first July. 3 speak to great tasteful execution expected of all staff. 4 and 5 are viewed as remarkable and are demonstrated with reference to particular accomplishments and changes confirm in the work. Staff evaluated 4 and 5 can hope to be considered for ability improvement programs and other self-awareness openings.

Festival Bonus

All affirmed standard workers of Plan Bangladesh are qualified for Celebration Reward at the rate of 2 months' essential compensation in every year. People who have year round contract will have their reward effectively incorporated into the united sum. A customary worker, for a partial time of his/her work, will be qualified for Celebration reward on ace rata premise.

Gratuity

Every single general representative are qualified for tip advantage from the date of normal work with Plan Bangladesh when s/he leaves or is ended, conserved, or on his/her retirement or demise following at least one year's consistent administration (without break of or loss of lien) with Plan Bangladesh. Tip will be figured at the rate of two months' fundamental compensation in light of the representative's last drawn pay for number of finished year of administration, and master rata for any part thereof.

Compensation for unused yearly leave

Compensation for unused Yearly leave might be paid to the active workers after his/her abdication, conservation, end, rejection, retirement or demise. The leave might be computed as of the representative's last day of work.

Group Life Insurance

Life Insurance policy is open for all Regular staff and persons on contract for at least one year, with an Insurance company and Plan will pay the premium.

The regular and contract staff of Plan Bangladesh are entitled to life insurance benefit, to be paid to the designated nominee (s) of the deceased in case of death irrespective of office and beyond office hours during employment with Plan Bangladesh, upon approval of CD.

Hospitalization Insurance

This advantage is appropriate for all customary and people on contract for no less than one year. Plan has opened a hospitalization approach with an Insurance agency. The staff and his/her life partner and youngsters (up to the age of 25 years) each will get a scope of Tk. 45,000.00 every year under this hospitalization strategy inside the nation.

Materials for Field Staff

Staffs who as often as possible needs to movement in the task territory, will be qualified for a measure of Tk. 1500.00 (settled) every year for acquiring Precipitation Coat, Gum boot and Tote to utilize when they are on movement. It is the duty of the staff to buy and keep up the materials however the standard of the materials and use will be guaranteed by the separate office. Other than the above classification of staff, if regarded advocated for this advantage, must be affirmed on case by case premise.

Cell Phone Allowance

Staff members will be provided with monthly cell phone allowance/reimbursement at the following rate:

Grade E: Reimbursement will be made on the basis of bill provided by the operator. The highest monthly amount is Tk 1500 per month which includes all kinds of services provided by the operator. Office will provide with a cell phone and SIM to the staff member in this grade.

Grade D: Tk 500 per month as a flat rate which includes all kinds of services provided by the operator.

Grade C: Tk 300 per month as a flat rate which includes all kinds of services provided by the operator.

Grade A & B: Tk 200 per month as a flat rate which includes all kinds of services provided by the operator. For Drivers this allowance will be Tk. 300 per month

Official international calls made from the cell phone will be reimbursed separately outside the monthly allowance.

Maternity Leave

A female employee, with regular or contractual status, having completed at least six months continuous services with Plan Bangladesh is entitled to a total of 180 calendar days maternity leave (before and after child birth, i.e. 90 days maternity leave before delivery and 90 days after delivery), This duration is subject to change to conform with the Country laws and regulations, if applicable for the organization.

A feminine worker who is pregnant shall notify the office of her expected delivery date together with medical certificate at minimum six months past to the expected delivery date.

Line Manager(s) will ensure less travel of female employees or desk based job during pregnancy depending on her physician's advice and should not force her to drive motorbike.

A female employee shall be eligible for two maternity leave during her employment with Plan Bangladesh. However, a female employee having two surviving children will not be eligible for maternity leave. In such cases the concerned female employee can apply for other kind of leaves in her entitlement. Annual leave may be used to extend the maternity leave if required. Two months leave without compensate will be approved if the concerned employee is willing to extend maternity leave.

7.1.2 Business Travel Policy

Business Travel Policy Due to job requirement staff members of Plan Bangladesh will have to travel within or outside the country for field visits, training, exposure visits, meetings /workshops or for any other official business purpose. All official travels must have the prior consent/approval from the line manager and also the host office is informed of such travel in advance. While making a field visit/trip a female employee should be given maximum facilities within the scope of official arrangements (e.g. mode of transport, accommodation etc.) in order to assure her safety and security. However, caution is also bound on a female employee in order to avoid unnecessary exposure to any untoward incident. During travel within the country if an employee needs to take infant (up to 4 years of age) for survival reasons, s/he will be entitled to take an attendant for the baby and Plan Bangladesh will provide reimbursement for travel, accommodation, food for the attendant with approval from Unit/Department head.

7.1.3 Child Protection Policy

Child Protection is characterized in this approach as the duties and precaution and responsive measures and exercises that Plan embraces to secure children guaranteeing that no Tyke is liable to Tyke mishandle because of their relationship with us, their contact with Plan Staff, Plan Partners and Plan Guests and additionally their cooperation in any Plan movement, including our undertakings and projects.

Furthermore, it joins our duty to guarantee that where there are worries over children welfare or where a child has been liable to child manhandle, moves are made to address this; worries are accounted for and reacted to properly and in accordance with the applicable worldwide the policies under child protection are:

1. All children have level with rights to insurance from manhandle and misuse.
2. Each child has a major ideal to life, survival and advancement. Plan's youngster focused group advancement approach gives a premise to guaranteeing the acknowledgment of youngsters' rights to be shielded from destructive impacts, manhandle and misuse.
3. All children ought to be urged to satisfy their potential, and disparity and segregation ought to be tested.
4. Children will be guaranteed the privilege to express their perspectives unreservedly and this will be given 'due weight' as per their age and level of development. We won't oppress the youngster. The tyke will be approached with deference regardless of sex, nationality or ethnic inception, religious or political convictions, age, physical or psychological wellness, sexual inclination and sex character, family, financial and social foundation, or any history of contention with the law.
5. Everybody has an obligation to help the care and insurance of child.
6. Plan has specific duties to children who come into contact with us. No tyke must come to hurt because of their engagement with Plan as a supported youngster, a member in a Plan program or as a component of any Plan gathering pledges or backing effort.
7. These specific duties stretch out to those people or associations who are related with Plan. Hence, everybody working for or related with Plan's work must know about and hold fast to the arrangements of this approach.

7.1.4 PLAN IT Policy

Users are free to:

1. Access Plan's e-mail, computer systems and networks, visit Internet sites and use Internet tools e.g. Instant Messenger at any time for work related purposes. Personal use is permitted during non-working hours/lunch hours provided this is not excessive and does not interfere with job performance.
2. Download/Upload files/software for work-related convenience.

Users are prohibited to:

1. Send personal or confidential information about sponsors, sponsored children, any third party, Plan or any other user to anyone, except as necessary in relation to Plan's work. (If such information is sent outside Plan's e-mail networks, proper encryption should be ensured and written consent should be obtained from the individuals/ organization concerned as necessary.)
2. Browse or view websites that contain pornographic, offensive or harmful material and/or download, display, store, print, distribute or re-distribute any such material. If any employee enter any of these sites by accident, leave the site immediately and inform the supervisor/Manager.
3. Send any message that hides the identity of the sender. Send or forward chain messages.
4. Install, without proper authorization, in a Plan International Bangladesh computer, any software which is not owned by Plan or licensed to Plan or use software owned by or licensed to Plan in any non-Plan computer without proper authorization.
5. Use external e-mail accounts for Plan work, unless approved by the local Plan office and processed by the Global Helpdesk.
6. Divert E-mail received at their Plan address automatically to a personal e-mail account without authorization, unless the arrangement is set up by Global Helpdesk.

Security of System:

In general:

- All computer hardware and software must be ordered through local IT Department.
- As a starting point in any investigation, Plan will assume that employee have generated all material stored in the cache of his/her computer. Employee should therefore lock his/her computer if he/she is away from his/her desk for more than a short period of time.

7.1.5 Whistle Blowing Policy

Purpose:

This policy covers the steps to take when you feel you have identified or observed conduct in the organization that contravenes the Code of Conduct.

Why does Plan have a Whistle Blowing Policy?

This policy provides a recognized means of raising concerns internally within the organization. As Plan staff and associates, we are usually the first to be aware of any malpractice, fraud, negligence, or illegality and we must be able to raise legitimate issues in an open and honest way without fear. Open communications, rather than anonymous letters, are more likely to be taken seriously; can be acted on more rapidly and will therefore produce more effective results.

The Whistle Blowing Policy draws particular attention to Plan's policies on Child Protection, and Fraud and Malpractice as follows:

Child Protection

As an indication of what we consider might be raised through the Whistle Blowing Policy, Plan's definition of child abuse as set out in the global Child Protection Policy is:

- Sexual manhandle or other physical or mental damage purposely caused to a tyke. A child implies each individual beneath the age of eighteen years.

Fraud and Malpractice

It is additionally critical to accentuate in this archive Plan has an approach of zero resilience towards extortion. We need to guarantee that Plan's notoriety for being a quality association is

kept up and that the most extreme conceivable assets are utilized to the advantage of the youngsters, families and groups with whom we work.

As an indication of what we consider might be raised through the policy, Plan's definition of fraud as set out in the Field Operations Book is:

- An action or an intentional omission, coupled with an element of deception, that enables someone to receive benefit directly or indirectly whether financial or non-financial at the expense of Plan or others involved with Plan.

7.1.6 Global Grievance Policy

Purpose

It is the strategy of Plan that representatives ought to have a chance to introduce their business related objections and to bid against administration choices through a formal Grievance Method.

A grievance is characterized as a representative's communicated disappointment concerning any elucidation or use of a business related strategy by administration, directors, or different workers.

Cases of issues that might be viewed as suitable grievances under this approach include:

- a) A conviction that Plan's strategies, hones, guidelines, controls, or techniques have been connected conflictingly to a representative;
- b) Treatment thought about out of line by a representative, for example, pressure, backlash, provocation (counting inappropriate behavior), or terrorizing;
- c) Alleged segregation in light of race, shading, sex, sexual introduction, age, religion, national starting point, conjugal status, or incapacity; and
- d) Improper or uncalled for organization of representative advantages or states of business, for example, booking get-always, incidental advantages, advancements, retirement, occasions, execution survey, or pay.

Where the Grievance Strategy does not make a difference

The system won't matter:

- a) If the grievance is thought to be 'collective', i.e. raised by a worker delegate on benefit of at least 2 representatives;
- b) To expulsions and grievances about other disciplinary activity, as the solutions for these are contained in Plan's Disciplinary Technique;

- c) To direct that negates the Set of accepted rules, for example, extortion, carelessness, misbehavior or illicitness or any related issue that ought to legitimately be managed as per Plan's Whistle Blowing Arrangement.

7.1.7 Sexual Harassment Policy:

For the purpose of this policy the following definitions apply:

Sexual Harassment/torture is (but not limited to):-

- a) Unwelcome sexually decided conduct (regardless of whether specifically or by suggestion) as physical contact and advances;
- b) Endeavors or endeavors to build up physical connection having sexual ramifications by manhandle of managerial, definitive or proficient forces;
- c) Sexually shaded verbal portrayal;
- d) Request or demand for sexual favors;
- e) Demonstrating explicit entertainment;
- f) Sexually hued comment or signal;
- g) Disgusting signal, prodding through injurious dialect, stalking, kidding having sexual ramifications.
- h) Affront through letters, phone calls, mobile phone calls, SMS, pottering, see, toon, composing on seat, seat, table, see sheets, and dividers of office, preparing room, and washroom having sexual ramifications.
- i) Taking still or video photos to blackmail and character death;
- j) Averting investment in sports, social, authoritative exercises on the ground of sex as well as with the end goal of lewd behavior;

Disciplinary Rules mean rules prescribed by Plan Bangladesh through the policy of 'Disciplinary Procedure' in place.

Punishment

Plan Bangladesh's Administration may suspend briefly the blamed staff individuals on the receipt for the suggestion of the Objection Board. On the off chance that the blamed is discovered blameworthy for inappropriate behavior, the Plan Bangladesh Nation Administration might regard it as unfortunate behavior and make legitimate move as per the disciplinary guidelines set up inside 30 (thirty) days or potentially should allude the issue to the proper Court or council if the demonstration griped of constitutes an offense under any corrective law.

Retaliation

Any endeavor by a worker or director to punish, scare, or counter in any capacity against a representative who makes a report of or who is generally associated with a casual or formal lewd behavior report is totally disallowed.

Plan Bangladesh will regard countering as different occurrences subject to suitable teach/remedial activity, from notice to end or expulsion as per the 'Disciplinary Activities' strategy of Plan Bangladesh.

False Reports

A revealing gathering who was deliberately unscrupulous in making the affirmations or who acted malevolently is liable to proper disciplinary activities from notice to rejection.

8.1 Findings

As the intention of my report is to discover the selection and recruitment process of HR of Plan International Bangladesh, after collection and a thorough analysis of information I have got some idea about the selection and recruitment activities are held in Plan International Bangladesh.

8.1.1 Selection and Recruitment Procedure

- ❖ Total selection process is organized by the HR&OD department.
- ❖ Every steps of the process checked by the authority.
- ❖ HR Specialists communicate with the candidates both e-mail and cell phone very consciously.
- ❖ Candidates have to give both written test and viva.

- ❖ Candidates can give their both test on online.
- ❖ There is no any scope to copy any answer from internet or other sites. If anyone does so he/she will be caught by the software.
- ❖ Usually both the written test and viva are held in one specific date.
- ❖ Written test scripts are checked by the head of the required department.
- ❖ The answer scripts the coded by number, so that no one can show any biasness.
- ❖ Finally selected employee is must be permitted by the Country Director.
- ❖ Employee's attendance records and timings are collected from automated attendance record machine through computer.
- ❖ New employee joining updates are given to the stuffs of his/her joining department.
- ❖ New comer employees have to sign the policy acknowledgement papers before joining the organization.
- ❖ Earn leave, Maternity leave, Overtime, Provident fund, and Yearly salary increment is provided as compensation.
- ❖ Turnover rate is high due to lack of promotion scope and short term project based position.
- ❖ Selection process is little bit lengthy.
- ❖ The HR&OD team is a little bit mismanaged.
- ❖ The persons who are selected are only contacted.
- ❖ The recruitment and determination procedure of Plan accentuates more on who fits the association, as opposed to who fits the activity. In this way, it has made an extraordinary hierarchical culture and the entire HR Division has guarantees an inviting and minding working condition.

8.1.2 Organization's Working Environment

- ❖ Working environment is much flexible.
- ❖ In Bangladesh Country Office (BCO), there is a ground for game playing for all employees.
- ❖ Female and male employees are treated equally.
- ❖ Plan's staffs are working as family members.
- ❖ Internal office is decorated by plants and photos of children and women.

- ❖ In BCO, every staff is in a responsible position, so every staff is self-motivated to work.

9.1 SWOT Analysis

SWOT examination is an instrument that distinguishes the qualities, shortcomings, openings and dangers of an association. In particular, SWOT is an essential, direct model that surveys what an association can and can't work out quite as well as its potential openings and dangers. The strategy for SWOT investigation is to take the data from an ecological examination and separate it into inward (qualities and shortcomings) and outer issues (openings and dangers). When this is finished, SWOT investigation figures out what may help the association in achieving its destinations, and what hindrances must be overcome or limited to accomplish wanted objectives.

The processes and steps performed by Plan International Bangladesh to execute the orders will be considered here to gain the overall picture to construct a SWOT analysis of the organization. It can help to develop the functional areas and to formulate strategies to overcome the lacking and therefore widening its horizon. A SWOT analysis of Plan International Bangladesh is given below:

9.1.1 Strength

The qualities of a business or association are certain components, something they do well and is under their control. The qualities of an association enhance it, and can be what gives it the edge in a few zones over the contenders. But as Plan is a non-profit organization, so there is no competition with the other NGOs. We can say, to do better for the people this organization is following:

- Good quality of services.
- Efficient working environment.
- Efficient working employees.
- Donors are much helpful.
- Good cooperation with donors.

- Plan's partners are much efficient.
- Appropriate internal control system.
- Core managements are very much strict.
- Good financial management system.
- Handled all activity by regional team.
- Communication system is very efficient within top to bottom level management.
- To establish girls and children safety in Bangladesh Plan has a good impact.
- The head quarter always monitor the activities of the organization.
- The organization has lot of policies. (Child Protection, Gender, HR, IT, Operations etc.)

9.1.2 Weakness

Weakness of an organization or association is things that should be enhanced or performed better, which are under their control. This section will present main weaknesses of Plan International Bangladesh.

- Inadequate HR in the HR&OD department.
- Too much pressure on HR&OD team.
- The recruitment procedure of Plan International Bangladesh is quite lengthy.
- Depends fully on foreign donors.
- Lack of performance appraisal program.
- Most projects are short-term based.
- Lack of career development opportunity.
- Employee Turnover rate is quite high in Plan International Bangladesh.

9.1.3 Opportunity

Openings are outer changes, patterns or needs that could upgrade the business or associations vital position, or which could be an advantage to them. This segment will diagram openings that Plan International Bangladesh is as of now having.

- Reputation of Plan International Bangladesh in INGO sector.
- Flood affected people are treated by Plan.
- Opportunity for Rohingya responses.
- Effective operation and cost due to more skilled employees.
- Children and women are treated all over Bangladesh especially northern part by Plan.

9.1.4 Threat

Threats are factors which may limit harm or put territories of the business or association in danger. They are the components which are outside of the association's control. Monitoring the dangers and having the capacity to get ready for them makes this segment significant while considering alternate courses of action and systems. This area will plot fundamental dangers Plan International Bangladesh is as of now confronting:

- Unavailability of foreign donation.
- Work permission of Government.
- Political unrest or instability is the threat to this organization.
- Plan's Global strategy can be change to work in Bangladesh.

10.1 Recommendations

Within a short time period, it is not easy to find out all the problem areas of HR selection and recruitment process of Plan International Bangladesh. However, in light of findings, there are some recommendations regarding the improvement of recruitment areas:

- ❖ The HR&OD team at first should hire employees in their HR&OD department.
- ❖ The Management Process should be more transparent. There are some conflicts between the departments.
- ❖ Appropriate work environment should be created for every employee.
- ❖ The HR department must ensure best practices in accurate performance management, and should use the Performance Appraisal for employees.

- ❖ HR department should complete its selection process within a short time.
- ❖ In Plan International Bangladesh work pressure is quite high, so enough employees should be recruited for decreasing work pressure.
- ❖ Turnover rate should be decreased by giving employees additional benefits with job security.
- ❖ Reference should not be used as selection criteria because there is a chance to select a wrong person.
- ❖ Worksite safety measures need to monitor closely.
- ❖ HR division should also communicate with failed candidates. At least, they can send an email on applicants account.
- ❖ HR division should be also more focus on management assessment centers in its selection process. It will help them to judge applicants according to perform realistic job.

10.2 Conclusion

As a personnel occupation recruitment and selection is a foremost Human Resource function considered to be a magnet for obtain and keep hold of the skilled and experienced workforce to meet the future organizational needs. Through efficient conduct of this practice the organization can successfully continue its procedure. This requires a sharp operational focus from HR professionals and the delivery of high quality HR functions that are incorporated into the organization strategy and operations. The study “Recruitment and Selection Procedure of Plan International Bangladesh” under HR revealed that employees are the most valuable resources for the progress of the organization. For the development of these precious resources there are many factors involved. The analysis of the report shows some positive practices and negative practices which are need to improve and reduce for conducting the employees successfully. To increase the workability of an organization, effective & dynamic recruitment and selection procedure is essential. Plan’s practices a progressive recruitment and selection procedures. HR officers of Plan International Bangladesh are now expected to complete their selection & recruitment procedure in an effective and efficient way.

10.3 Bibliography

- Bangladesh, P. I. (2018, January 16). <https://plan-international.org/bangladesh>. Retrieved from www.google.com.
- Dessler, G. (2011). *Human Resource Management*. New Jersey: Pearson Education.
- International, P. (2018, January 15). <https://plan-international.org/>. Retrieved from www.goolge.com.
- Mello, J. A. (2016). Corporate Strategies. In J. A. Mello, *Strategic Human Resource Management* (p. 110). South-Western: Thomson Learning.
- Plan. (2017). *Handbook*. Dhaka: Plan International Bangladesh.
- Plan. (2017). *Policy Paper*. Dhaka: Plan International Bangladesh.
- R.Cooper, D. (2017). *Business Research Methods*. Florida: MC Graw Hill.
- Rajbangshi, N. C. (2018, January 07). Director, HR&OD, Plan International Bangladesh. (A. A. Shanta, Interviewer)
- Shela, A. H. (2017, December 28). HR Specialist, Plan International Bangladesh. (A. A. Shanta, Interviewer)

Appendix I: Acronyms

HR&OD	Human Resource and Organizational Development
HRD	Human Resource Department
INGO	International Non-govt. Organization
IT	Information & Technology
CD	Country Director
MRF	Manpower Requisition Form
BCO	Bangladesh Country Office
CAC	Chinese Annual Conference
DFID	Department for International Development
SIDA	Swedish International Cooperation
DFAT	Department of Foreign Affairs and Trade
USAID	United States Agency for International Development
UKNO	United Kingdom National Office
CNO	Canadian National Office
USNO	United States National Office
NLNO	New Zealand National Office
ANO	Australia National Office

Appendix II: Experience Certificate by Plan International Bangladesh



Bringing hearts and minds
together for children

Plan International Bangladesh

House 14, Road 35, Gulshan-2,
Dhaka-1212,
Bangladesh.

Tel: +880-2-9860167, 58817589, 8832172-74

Email: plan.bangladesh@plan-international.org

www.plan-international.org

January 10, 2018

TO WHOM IT MAY CONCERN

This is to certify that Ms. Abida Arifin Shanta has worked for Plan International Bangladesh from October 11 2017 to January 10 2018. During her association with the organisation she worked as an Intern under Plan International Bangladesh's Human Resources & Organisational Development

Ms. Abida Arifin Shanta does not have any pending issues with the organisation.

We wish her every success in her future aspects of life.

Sincerely,

Narayan Chandra Rajbangshi
Director-Human Resources & Organisational Development
Plan International Bangladesh

Copy: HR & OD Dept.

National Organisations: Australia Belgium Canada Colombia Denmark Finland France Germany Hong Kong India Ireland Italy Japan Korea Netherlands Norway Spain Sweden Switzerland United Kingdom United States
Programme Countries: Bangladesh Benin Bolivia Brazil Burkina Faso Cambodia Cameroon China Colombia Dominican Republic Ecuador Egypt El Salvador Ethiopia Ghana Guatemala Guinea Guinea-Bissau Haiti Honduras India Indonesia Kenya Laos Liberia Malawi Mali Mozambique Myanmar Nepal Nicaragua Niger Nigeria Pakistan Paraguay Peru Philippines Rwanda Senegal Sierra Leone Sri Lanka South Sudan Sudan Tanzania Thailand Timor-Leste Togo Uganda Vietnam Zambia Zimbabwe

Plan International Bangladesh is registered with NGO Affairs Bureau (Reg # 670).