



**INTERNSHIP REPORT ON RECRUITMENT
AND SELECTION PROCESS OF WALTON
HI-TECH INDUSTRIES LTD.**



**Internship Report On Recruitment & Selection Process of WALTON
High-Tech Industries Ltd.**

Prepared By:

Samsunnahar Shathi

ID: 15264007

Submitted To:

Mr. Saif Hossain

Lecturer BRAC Business School

Submission Date: 12th April 2018

12th April 2018

Saif Hossain

Lecturer

BRAC Business School

BRAC University

Sub: Submission of Internship Report

Dear Sir,

With due respect and great pleasure I am submit my Internship Report, which is a part of the MBA Program curriculum. It is a great honor to work under your active support and supervision.

This report is based on, "Recruitment & Selection Process Of WALTON Limited". I have got the opportunity to work in WALTON in "Human Resource Department" under the supervision of Mr. Nasir Hossain, Senior Additional Director.

To prepare this report I have collected most relevant information to make this report more logical and reliable. My primary sources of information regarding this report are my superiors and colleagues. I have tried my best to achieve the objectives of the report and hope that my effort will serve the purpose.

I shall be grateful if you are kind enough to enlighten me by providing your valuable judgment regarding this report. It would be my huge pleasure if you find this report useful and informative to have an apparent perspective on the issue. Thank you for your concentration and patience.

Sincerely Yours

Samsunnahar shathi

ID: 15264007

Acknowledgement

The successful accomplishment of this internship work is the outcome of contribution of number of people, especially those who have given the time and effort to share their thoughts and suggestions to improve the report. At the very beginning I would express my deepest gratitude to Almighty Allah for giving me the strength and the composure to finish the task within the schedule time.

I would like to express my appreciation to my internal supervisor, Saif Hossain, lecturer BRAC Business School, BRAC University for providing me all the guidance and support that I needed mostly.

This was really a good way of learning and I really appreciate her efforts towards giving me proper line directions.

I would like to thank S.M Zahid Hasan Head of HR WALTON Hi-Tech Industries ltd, Mr. Nasir Hossain, Assistant Director HR WALTON, Mrs. Bipasha Sr.principal officer recruitment and selection of WALTON and MR. Tarique Hossain Recruitment and talent management for WALTON Hi-Tech Industries ltd for rendering their valuable time and providing me with information that was very much need in order to successful of this report.

Finally, my sincere gratitude goes to my family and friends for supporting me, sharing their thought and giving me the moral support during the preparation of this report.

Executive Summary

This report is prepared on the basis of my three-month practical experience at WALTON Limited. This internship program helped me to learn about the practical scenario of a High-Tech Industry. WALTON Limited is a dynamic and leading countrywide Electronics product manufacturer and also producer. WALTON is an ISO 9001:2008 QMS and ISO 14100:2004 EMS certified company. In 1977 WALTON limited began its journey as a private limited company. This report has been presented based on my observation and experience gathered from the company. The organization has many divisions and departments, but the focus is given more on the HRD in the Corporate Head Office Basundhara Baridhara, employees as I only got the opportunity to work in this division.

The report is based on Recruitment & Selection process At WALTON High-Tech Industries Ltd. The purpose of this report is to understand how the recruitment & selection process are being determined.

After knowing the scenario of Walton High-Tech Industries Limited in terms of their Recruitment & Selection Process a lot of recommendation came up. The report also consists recommendations and conclusion, according to my point of view, which I think would improve the environment of the organization if implemented.

Table of content

Body of the part	Page NO
Chapter-1	7
Chapter-2	8-13
Chapter-3	14-21
Chapter-4	22
Chapter-5	23-24
Chapter-6	25-26
References	27

Chapter 1

At the end of MBA program students must have to accomplish an integrated course called internship that is relevant to academic purpose. The main objective of internship is to have practical experience of professional job relative to the student's major or minor concentrated area. During this internship period students have to work for any organization. It's like fulltime job. While working with organization students are given the opportunity to learn something about a particular department as well as make a contribution to the company by performing needed tasks. Often internees are paid for the time they work, in some instances, they are not. I am doing my internship in one of the leading Company WALTON Ltd. I started my internship on 13th February, 2018 and it will finish on the period of 13th May 2018. It was fulltime internship. I had to work from 9 am to 6 pm.

Walton Hi-Tech Industries Limited, commonly known as Walton, is a limited liability company in Bangladesh. It is a sister concern of R.B. Group. Walton is one of the largest automotive, electrical and electronic companies in South Asia. Its headquarters are located in Dhaka, Bangladesh.

Walton manufactures refrigerators, freezers, air conditioners and motorcycles of the highest quality in the modern Chandra factory in Kaliakoir, in the Gazipur district, about 40 km north of the capital, Dhaka. He started his production and commercialization since 2008 with the slogan 'Walton at Every Home'. Walton constantly applies the world's leading technologies in the production of its products.

In addition, the Walton TV brand and its components are manufactured at the Walton plant in Gazipur with Walton Micro-Tech Corporation, another subsidiary of R.B. Group.

Walton products have already won the hearts of millions of people in Bangladesh for their exceptional designs, uncompromising quality and affordable prices. Now it has become a trusted brand in every home in Bangladesh.

Walton is a company certified by EMS ISO 9001: 2008 QMS and ISO 14100: 2004. It is striving to translate its dream of becoming one of the leaders through the production of high quality electrical and electronic products using the best technologies. (Rising BD .com)

Chapter 2

Introduction

Among the High-Tech Industries of Bangladesh, WALTON remains the most powerful one and hence playing the lifeblood role of our country to keep the wheels moving forward and to play the pivotal role in the economic development of the country.

As per requirement of MBA program arranged by Department of Business Administration, BRAC University I have to undergo a three months internship program to gain some practical knowledge of human resource department at WALTON. Upon completion of my internship report, I have been assigned with the task to prepare report on “Recruitment and Selection process of WALTON Ltd.”

2.1.1 Rational

High-Tech sector is also one of the career-oriented sectors which really attract me as an aspiring student stepping in to the job sector.

At part of the Internship program, I am placed in the Human Resource Division of WALTON Ltd. In the report I have studied ‘Recruitment and Selection process of WALTON Group Ltd’ and attempted to provide some ways so as to make recruitment more effective. The recruitment and selection decision is of prime importance as it is the medium for obtaining the best possible person to job fit that will contribute significantly towards the company’s effectiveness. I am privileged to be one of the students who got an opportunity to do my internship from WALTON Group Ltd. Since I have done my major in HRM so this internship will help me hone my practical skills and obtain knowledge in this field for my career development.

2.1.2 Background

WALTON CORPORATE HISTORY

Walton is strongly indebted to S.M. Nazrul Islam, a visionary entrepreneur and an extraordinary entrepreneur, with his name, his fame and his success today. Mr. Islam, also founding president of R.B. Group and Walton, born into an aristocratic business family of Tangail in Bangladesh in 1926. He acquired all the commercial and business techniques of his entrepreneur father S.M. Atahar Ali Talukder (1901-1982).

Mr. Islam joined his father's business after Britain left the Indian subcontinent in 1947. Their union marked an important turning point in his family business. In his long and busy life, Mr. Islam has brought many innovations and diversifications into his business. He founded the parent company of Walton, Rezvi and Brothers in 1977 and promoted it through his dynamic, visionary and stronger leadership.

One of the unique characteristics of S.M. Nazrul Islam is that you can still make decisions very quickly in any situation. It continues to be a great source of inspiration for everyone in R.B. Group. Everyone in Walton shares the great privilege and responsibility of translating their dreams into reality

Subsequently, R.B. Group and Rezvi and Brothers joined him. In the meantime, his two sons S.M. Nurul Alam Rezvi and S.M. Shamsul Alam joined R.B. Group and took over the positions of its chairman and CEO, respectively. Furthermore, S.M. The other three sons of Nazrul Islam - S.M. Ashraful Alam, S.M. Mahbulul Alam and S.M. Rezaul joined R.B. as directors.

S. M. Monjurul Islam Ovee, the eldest son of S.M. Nurul Alam Rezvi, who entered R.B. as director in July 2012.

S.M Ashraful Alam occupied the position of Managing Director and the branch of R.B the WALTON Hi-Tech Industries group was established in 2002.

Walton's manufacturing plant was built at Chandra in Kaliakoir, Gazipur, near Dhaka, in 2006, and entered commercial production in 2008. Since then, Walton has made progress.

Walton has become a leading manufacturer of home appliances, electronic products and cars in Bangladesh. WALTON produces freezers, refrigerators, air conditioners, mobile phones, Motorcycles, DVD players, washing machines, diesel generators, microwave oven and irons etc. In addition, the Walton brand of three-dimensional LED, LCD and CRT television are manufactured under WALTON Micro-Tech Corporation another sister concern of R.B group.

In Bangladesh Walton has the largest marketing network and sells its products through over the 5,000 stores, including 140 seats or company-owned exhibition halls and exclusive showrooms for distributors and dealers.

Walton has directly and indirectly employed more than 30,000 people in Bangladesh. They include engineers, technicians, officials, employees and workers. He is proud to be one of Bangladesh's biggest and favorite employers. On average, five employees depend on each of these employees. Thus, Walton has contributed to the livelihood of about 150,000 people in the country.

Walton offers its customers reliable, reliable and excellent after-sales support services through its service centers throughout Bangladesh.

Walton is constantly striving to improve the lifestyle of people who offer products of the highest quality with extraordinary performance. Always pay the utmost attention to choice the need and customer satisfaction.

The management of R.B. if Bangladesh moves forward, Walton will also move forward the group firmly believe. For them, the interest of the country should have priority. They also believe that Bangladesh will be able to get rid of the chains of hunger, poverty and unemployment only through rapid industrialization.

WALTON Vision

Walton's vision is "is our product" or "Amader Ponno", which means that Walton Ltd is always there to help customers get the full assistance of the communication service in their lives.

The satisfaction of "the highest priority for the customer", providing cutting-edge electrical and electronic products based on technology, innovative products, attractive models and excellent quality.

Mission WALTON

Based on Walton's primary facilities, it will be the pioneering and strong leader in the electronics and automotive industry in Bangladesh and around the world. You can get it from...

- ✓ Guarantee quality products to its customers.
- ✓ Guarantee a quality service
- ✓ Improve the client analysis program and provide an appropriate service by mixing management, marketing and other decisions related to the customer satisfaction department and long-term relationship with the customer.
- ✓ Implementation and environment that reward spirit, enthusiasm, innovation and friendship
- ✓ Assignment of resources in such a way as to ensure maximum efficiency for Walton.

Strategic attention

The strategic intention of the Walton group is to be the world leader in the household appliances sector. This is not impossible in the near future. Some ADB visitors said, a few years ago while visiting the Walton factories, that Walton would be a great Samsung Electronics. One day if they can continue with their current production and satisfaction rate.

- ✓ Business strategies: exceeding customer expectations can give them more profit.
- ✓ It mixes the innovative characteristics of the product with the new market and the environment of the area and acquires a significant market share.
- ✓ Promote a good corporate image and improve the distribution channel

Corporate Information

Name of the Company	WALTON Hi-Tech Industries Ltd.
Type	Private Company Ltd.
Industry	Appliances, consumer electronics and automobiles.
Founded	Walton Hi-Tech Industries Limited established its manufacturing industry in Chandra at Kaliakoir in Gazipur, about 40 km (25 miles) north of the capital, Dhaka, in 2006.
Commencement of operations	2008
Parent company	Rezvi and Brothers, formed in 1977, which subsequently merges with R.B. Group, an important conglomerate of companies in the private sector of Bangladesh.
Founder Chairmen	S. M. Nazrul Islam, founding president, Rezvi and brothers Dhaka, Bangladesh
Head Quarters	DHAKA Bangladesh
Area Served	Bangladesh, South Asia, North America, Australia, Middle East and Africa.
Products	Refrigerator, freezer, air conditioning, television, motorcycle, mobile phone, DVD player, microwave, washing machine, generator, iron etc.
Manufacturing capacities Walton Hi-Tech Industries	1.4 million refrigerators and freezers, 300,000 motorcycles, 300,000 air conditioners
Walton Micro- tech	1 million televisions (LED 3D, LED, LCD, CRT)
Employees	10,000 (directly dependent) and 20,000 (indirectly dependent)

Commitment	WALTON believes, highest priority to customers' satisfaction providing latest technology-based world-class electrical, electronics and automobile products with innovative designs, attractive models and excellent quality.
Objectives	The main objective is to emerge as a global electrical and electronics brand by introducing ' <i>Made in Bangladesh</i> ' products worldwide and establish Bangladesh as an industrialized nation.

2.1.3 Objectives

❖ General / general objectives

This report will run as a task to meet the need to complete the MBA Master in human resource management. This report aims to show the current recruitment and selection process of WALTON Ltd.

❖ Specific objectives

- ✓ Understand the process of recruiting and selecting the organization.
- ✓ Focus on some other activities in the WALTON human resources management sector.
- ✓ Identify areas where there may be room for improvement.
- ✓ Develop practical knowledge with theoretical aspects.
- ✓ Know the importance of recruitment and selection.

Chapter 3

Activities Under Taken

Human resource management (HRM) involves all management decisions and practices that directly affect or influence the people or human resources that work for the organization. In recent years, more attention has been paid to the diversification of human resources, to the way organizations manage these resources and to their degree of satisfaction. This increased focus comes from the knowledge that an organization's employees allow organizations to achieve their goals and managing this human resource is critical to an organization's success.

WALTON believes that employees are the most precious resource. WALTON believes that the bank's survival is closely related to the quality of service and employee satisfaction. Through these, the bank plans to increase staff performance and provide better service to customers. Through appropriate training, awards and recognition, WALTON gives its employees knowledge.

3.1 Related works

There are some important tasks that I learned from the human resources division that follows:

- ▶ Protection of identity documents for newly-appointed employees.
- ▶ Manage trade union formalities for new employees.
- ▶ CV ready for the interview
- ▶ Check the files of new employees.
- ▶ Prepare an extension letter for new employees.

3.2 organization related

3.2.1 Recruitment and selection of WALTON:

Recruitment is the process by which organizations locate and attract people to fill vacant jobs. Most organizations have a continuing need to recruit new employees to replace those who start or are being promoted, to acquire new skills and enable organizational growth. Recruitment is an even more important activity when unemployment rates are low and economic growth is strong as companies compete to attract the qualified employees they need to succeed.

In WALTON, recruitment and selection take place through a specific, very modern process. Start with the requisition of the job and end with the appointment. Subsequently, WALTON organizes various types of training and development programs for employees to develop their skills. In a sense, WALTON follows a recruitment process developed to select the right people in the right place.

3.2.2 Basic recruitment function in WALTON

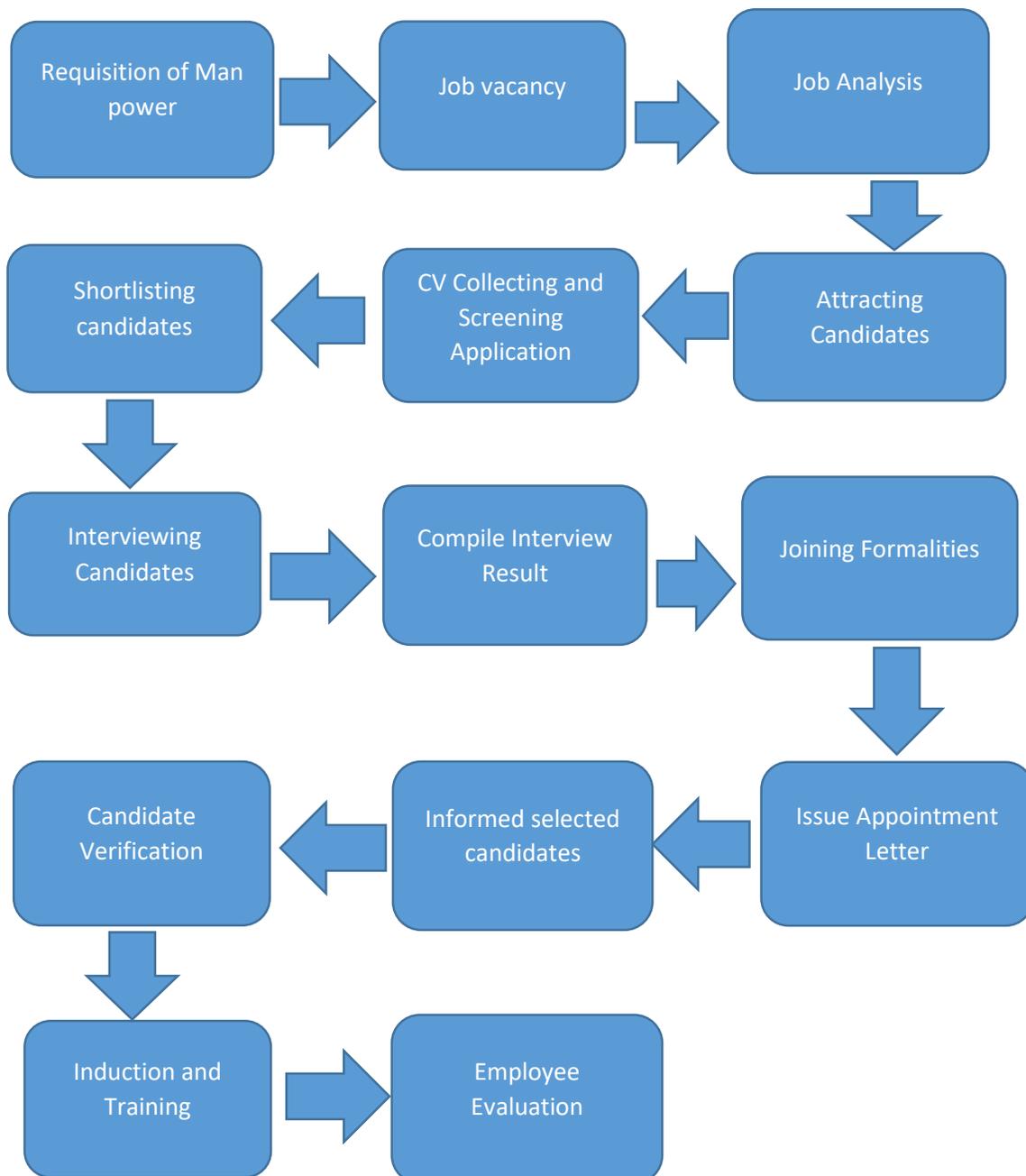
For recruitment, WALTON HR follows some rules. These rules are set by the human resources department for better recruitment and selection. The rules are:

Recruitment The recruitment of WALTON is to recruit the right kind of people in the right place, selecting them through an effective process of a group of candidates in the labor market.

- Under no circumstances may a regular or contracted employee of another organization enter into a regular or long-term contract with WALTON.
- The HRD can follow and create an annual budget and a recruitment plan.
- HRD will spread the recruitment needs of people on the web and in newspapers

Recruitment and selection Process

The following diagram shows the recruitment and selection process of WALTON:



3.2.4 Job Request:

Work requirements and recruitment requests when a replacement of an existing vacancy or a new position is required, the affected division must complete an application form and obtain the necessary approval from the division manager before sending it to the HR. No contract will not be processed without receiving the request for division of the hypotheses in question and the request must be approved for the count. Attach a copy of the profile function (if available) and the gram of a recognized organization, along with the supply request. If the requirement for a new position, which was not included in the approved plan count, the divisions concerned should provide an appropriate commercial justification for the position and obtain approval from the head of division, the head of human resources and the doctor. Only after it has been properly approved, HR process of the application for recruitment and selection.

3.2.5 Decision on the source of the contract:

Procurement of the CV and short list the interested candidates will apply to the position and potential candidates will be put on a short list by the human resources according to the expectations defined by the corresponding function in the application form. The candidate appearing on the short list must sign a declaration form indicating if he has a relative working in WALTON. This statement must be collected by the candidate at the time of the interview.

The CVs that were not included in the short list will receive a regret letter generated by the computer in the form of an email. The rejected candidate can not apply for the same position in the next six months

3.2.6 Recruitment sources:

These are two sources of recruitment:

- I. Internal source (within the organization) II. External source (outside the organization)

3.2.6.1 Internal source

❖ personal reference:

Probably the existing employees will know their friends or relatives or colleagues who could successfully fill the vacancy. Approaching it can be a highly efficient recruitment method, but it will almost certainly offend other workers who would have liked to be considered for work. To keep employees satisfied, ensure that

potentially suitable employees are informed of the vacancy so that they can submit an application.

- ❖ **Intern:** the Company recruits a selected number of interns and offers them assignments based on their specialization and project availability. The organization will have the opportunity to establish a relationship with their academic counterparts and establish a mutually beneficial relationship with the commercial or technical school.
- ❖ **Memorandum:** perhaps the best way to spread employment news is to send a reminder to departmental managers to read the terms or write to all employees, possibly attaching a memorandum in the salary packages, if applicable.

3.2.7.2 External source

External source means collecting CVs from outside the organization. It will be through

- ✓ Executive research
- ✓ Advertising

- ❖ **Advertising:** a very common formal recruitment method is newspaper advertising. The ads placed in the newspaper are accessible to everyone and, therefore, do not discriminate against any group when they disseminate information about job vacancies. Advertising for recruitment has an obvious goal: people who are looking for a job and an obvious goal, attract people looking for a job to apply for a job in a particular company. Newspaper ads, however, reach a much wider audience. A well-designed informational ad can help convince people who are not interested in applying for a job to consider the company later when they are interested in a new job.
- ❖ **Internet work sites:** Internet recruitment has grown at a phenomenal pace in recent years. Companies believe that Internet recruitment is much cheaper and much faster than traditional methods. It is by far the cheapest way to reach a national or global audience of candidates for the position. Human resources managers and research consultants see more advantages of Web-based bargaining. Sometimes a disadvantage can be a large number of resumes that are sent, many of which are not suitable for the posts listed. New graduates are particularly active in using the Web to identify job opportunities, apply online and look for companies as potential employers, including:

- Take up the bulletin boards where candidates can list their qualifications and their availability.
- Sites that provide online access to help search sections of many important newspapers.
- Sites that look for lists of original employer jobs and resume for candidates and offer paid search and comparison services.
- Websites of companies that contain job listings and facilities for sending resumes online.
- In our country, together with multinationals, even our local companies follow this method to a large extent.
- ❖ **Employee reference:** employee references can be collected by distributing advertisements to all employees. If an employee refers to someone, it means that he knows him better and is useful for the company.
- ❖ **University:** campus recruitment is used extensively by large and medium-sized businesses that require highly qualified basic staff. Campus recruitment can be very productive for an organization since many good candidates can be interviewed in a short period of time and in one place. Furthermore, it is convenient because the university's recruitment center provides both space and administrative support. Campus recruitment is moderately priced. It is more expensive than verbal recruitment, contracting portals or limited advertising, but is less expensive than using placement agencies (when the company pays the commission).
- ❖ **Job Fair:** This is another great source of recruitment.

3.2.7

CV Exam: candidates will be selected based on their eligibility for opening, performance and the possibility of performing in the vacant position. Human resources personnel must prioritize the calling of interviews.

Short CVs will be called for a written test if the application is against temporary or official publication. However, for candidates applying for the position of senior officer or superior, the written test is not mandatory; however, it can be taken at the discretion of the Human Resources Division and the Line Manager. Candidates who undergo a written test must obtain 45% of the qualifications to proceed with the selection process. Candidates who have not qualified in this round will receive a letter of regret generated by the computer in the form of an email.

3.2.8 Interview Suitable candidates will be invited to the written test for an interview.

Candidates must be informed of the interview time, date and place at least 48 hours before the interview. All communications with the candidate, such as setting the time and date of the

interview, position and salary negotiation, etc., will be carried out only by RR. HH. An interview meeting should be formed with a minimum of three members, one of RR. HH. And another of the line division / department and an interfunctional one. Interviewers sitting on the interview table should be in a position higher than the position for which the candidate is interviewing. Interviewers should follow the following principles:

- ❖ **Preparation of the interview:** before the interview begins, the interviewer must be fully prepared. They must select the method, be familiar with the requirements of the job, the required skills.

- ❖ **Establish a good relationship:** when the candidate arrives, the interviewer must create a comfortable situation that facilitates and relaxes the interviewee through small conversations, smiles and a relaxed posture.
- ❖ **Conducting the interview:** this is the main part of the interview session. At least 80% of the time must be assigned for the interview. At this stage, the interviewer should ask several questions related to work, behavior oriented, structured, unstructured and exploratory to evaluate the candidate's suitability.
- ❖ **Interviewer who does not take part in an interview:** any interviewer who has to withdraw from the meeting due to another commercial urgency must inform the HR office at least 2 hours before the interview begins and must coordinate an alternative interviewer.

- ❖ **Cancellation / modification of the interview time:** the HR must inform the candidates at least 24 hours before the start of the interview about possible cancellations. In the event that a candidate is not available by telephone, it is necessary to send an e-mail and an SMS to ensure that the communication is done. For any vacancy in SJIBL, there may be one or two interview rounds.

3.2.9 Final approval: the DM must be approved for all permanent posts and temporary posts approved by the Human Resources Manager. Selected candidates will be offered a job after the salary negotiations and, once the job offer is accepted, the candidate will be sent for a medical examination in the diagnosis selected by the bank. There will be no salary negotiations for the temporary employee. The people who will be joining as officers will be in a six month trial period. Any employee joining the senior officer level will have no trial period.

3.2.10 Letter of appointment or offer: after the final approval with the candidates, the offer letter for the candidates is issued. In the letter of appointment you will specify all the terms and conditions. Candidates must withdraw it from human resources.

3.2.11 Participation Information: Selected candidates must go through the union information on the first day of their establishment. Each new applicant must present these documents for incorporation:

- 4 copies of the size of the passport photo
- Photocopy of NID
- Security deposit
- Letter of incorporation
- All academic qualification sheets, certified
- Certificate of character
- Photocopy of the NID of the guarantors
- Letter of release from previous work (if applicable)

3.2.12 Guide: All new employees must complete a new work orientation program designed to help them adapt to their work and work environment and to instill a positive attitude of work and motivation in the office.

3.3 Other relevant activities:

In addition to work-related activities, I do the other task assigned by the administration. I like it:

- Scan documents.
- Provide serial numbers in employee file documents.
- Print the details of the employee in the database for the interview

Chapter 4

During my internship at WALTON, I encountered some problems according to my point of view and a short period of time is not due to performance analysis due to time constraints. Some points are shown below:

- WALTON must increase his recruitment quality and selection procedure
- WALTON must increase his workforce and you must also increase your training facilities
- WALTON should use the Internet not only for local recruitment but also for international recruitment.
-

4.2 Academic preparation:

- ❖ **They do not coincide:** there are some things that I think do not coincide between my assigned tasks and my academic career. These are the following:
 - I obtained a true professional experience in WALTON that could not be obtained in the university.
 - In the workplace, we need more trust so that other employees can depend on the work we do, just as we need to be more responsible so that they can trust us.

- ❖ **Relevance:** having done my specialization in HRM and also doing my internship in HRM, it is a great opportunity for me to gain some practical knowledge on HRM. In the academic area during my MBA program we have a lot of theoretical knowledge that helps me to apply in the internship program at WALTON. I believe that without any practical experience, any education cannot meet the necessary requirements.

Chapter 5

5.1

Lessons learned from the internship program Implications for the organization / company -

- **Affiliation based:** as part of the academic curriculum, the BRAC University sends its students to various local and foreign organizations for 3 months as interns, so that they can have knowledge of the organization, the nature of responsibilities, discipline and organizational environment. Since doing my internship program at the WALTON Head Office, he has helped me get the general idea of WALTON's human resources department and strengthen my knowledge. I learned from my internship program:
- **Assumption of responsibilities:**

Taking responsibility and giving a positive result at the end of the day is a big challenge in itself. WALTON gave me extensive knowledge of this. Here I have personally seen corporate people with their responsibilities every day. My confidence level was higher than I expected when I spent this short period of time in WALTON.

- **Interaction with company people:**

For me, interacting with corporate personalities is an art in WALTON and I've learned this. Since this is one of the leading organizations in the market, I had to see enough people in one day. Perfect body language, form of communication, help to employees with a smile. Everything I learned from WALTON. I became flexible in this quality and in the future I think I can have a good performance.

- **Knowledge gain:**

From my internship I learned how to recruit people, what the selection procedure is and what things should be taken into account for this process and how to evaluate the selected candidates, etc. Last but not least, I have some knowledge of the corporate world. Therefore, it will help me a lot in my future.

- **Discipline:**

Maintaining discipline in WALTON is a fundamental thing. In addition to the ability to work hard, this company separately highlights the level of discipline of each individual. So far I have stayed well here, for example, I always keep the time in the office, well organized, keeping the program.

➤ **Initiative:**

WALTON always appreciates taking the job challenge initiative and helping those with all the resources to achieve their goals. I have learned how my superiors work and now I have enough confidence to take initiatives before others.

5.2 Implications for the university internship program:

This internship report on the WALTON recruitment and selection process, the central office is ready to meet the partial requirement of the BRAC University internship program. During the internships, I have practical experience in WALTON that helps me to get to know the human resources department. This training relationship covered the general recruitment and selection system of WALTON.

The main reason for this study is to become familiar with the practical business world and gain practical knowledge about the high-tech industry and the business world, which is so essential to meet the growing challenges in the labor market.

We also know that there is no alternative to practical knowledge and that practical knowledge is much more lasting and useful than theoretical knowledge. This study will help me to obtain a real and current image of the practical business world, in particular from the electronics business, and also to obtain practical knowledge in the various spheres of the high-tech industry.

5.3 Others:

While doing this internship, I learned many new things, which for me were totally unknown. In addition to learning from the organization and the university, I also learned other things. And it will help me in the near future when I work in a different organization.

Chapter 6

Concluding Statement

Summary

The internship program is the prerequisite for the MBA degree. This is an opportunity for students to learn about the situation in real life through this program. Modern time is the golden moment of business. Now, one day, even the idea of the high-tech sector is developing and many private CSs compete for businesses. It is certainly a matter of things, like establishing an idea, with a different technique. WALTON has a strong position in today's competitive market. WALTON continually updates itself to be competitive and remain the leader in the high-tech sector. This statement is well established that practical situations always differ from the cortical explanation. During my life with WALTON, almost all the desks were observed. And I discovered that the theory deviates from practice more or less, even if three months are not enough to discover all the discrepancy between theory and practice. The officers were mostly polite, friendly and eager to help despite the tremendous workload. A great working environment remained in WALTON. During the practical orientation, I observed the role of the Human Resources division of WALTON, which will greatly help me to develop my professional career in the field of human resources management in the future. Outside of the discussion above, a conclusion can be drawn after stating that the current customer negotiation process is quite good at this time. The computerized transaction makes the system efficient and effective. From the practical implementation of the negotiation procedure with customers throughout the period of my practical orientation to WALTON, I have reached a solid and concrete conclusion in a very secure manner. The process of recruitment and selection of WALTON over the past decade has shown that with strong desire and willpower you can achieve any goal. Almost all leading organizations in our country have different procedures in the recruitment and selection process compared to WALTON. But he managed to make the employees more desirable than many other competitors. This was only possible due to a strong recruitment and an excellent selection procedure.

6.2: Recommendations for future strategic actions (general traineeship program: affiliation and university):

Universities and organizations known throughout the country can collaborate and help students organize their internships. The future strategic actions that can be undertaken to help students are detailed below:

The university must organize more than one job fair in a year and job fairs should be organized on regular school days, not on weekends.

- ✓ The university must increase the value and the corporate ties or can mutually agree with a reputable organization for the traineeship program administered by other universities.
- ✓ Companies can organize free consultations for students to encourage students to work in companies in the future.
- ✓ Universities must collect the students' CVs a semester before starting a traineeship program. Otherwise, we see that students get their internship a month or two after the start of the internship program.
- ✓ After administering the internment of all students, the university must organize a lesson every weekend. In this way, students can share their knowledge

Reference

- ✓ [Mail.banglanews24.com.bd](mailto:banglanews24.com.bd)
- ✓ Bangladesh Fridge Manufacturers Association (BRMA) "bdrma.org/)
- ✓ www.waltonbd.com
- ✓ "Presentation of Walton Bangladesh to the world"
- ✓ Annual Report of Walton Industries Ltd. (2017)
- ✓ www.risingbd.com