



**Internship Report on
Recruitment & Selection Process
Of
BRAC International**





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Subject: Submission of “Internship Report on Recruitment & Selection Process of BRAC International”

Respected Mam,

It is my pleasure to submit my internship report on “Human Resources Recruitment & Selection of BRAC International”. This report attempts to describe my observations and learning during the study of this course.

I made sincere efforts to study the related materials, documents, and outfitted system of BRAC organization and examine relevant records for preparation of the internship report.

I have tried my best to make this internship report comprehensive and informative as much as possible within the time allowed for me. Due to various limitations there may be some mistakes for which I beg your apology.

Finally, I shall be glad to answer any kind of query relating to this internship report, if necessary.

Sincerely,

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Acknowledgement

At first I want to sincerely express my gratitude to Almighty Allah for giving me strength and ability to complete this report.

I am deeply indebted to some people who have been influential in the preparation of this internship report with their kind suggestion and cooperation. I would like to give special thank you to my Academic supervisor Syeeda Shahbazi Jugnu Mam, who was very kind to supervise, instruct and direct me to complete my Internship report.

Moreover, I recognize the assistance with thanks that I have received from the supervisor, Rima Karim, Team Leader, Talent Management, Human Resources and colleagues of the BRAC International Organization, Dhaka. I want to show appreciation to all of them for their full time help, valuable advice, and co-ordination for preparing of the report.

This report, with all the analysis on practical orientation in the HR Department of BRAC International's functions and activities, would not be possible without the help and cooperation of the officers engaged in the organization. I would also like to show my utmost gratitude to all the officials of BRAC International, including the teams that I have worked. I would like to mention the name of Moushumi Reza, Assistant Manager – HR to assist me for understanding all the aspects of recruitment of BRAC International staffs for H/O & International countries which helped me throughout this internship report.

And last of all I want to thank my family members and friends who helped me to set up this report. They are always beside me for my mental support to conduct the report.

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Executive Summary

According to my academic requirement and the degree competitions of my BBA Programme, I was joined as an Intern at BRAC International in HR department. Now I have prepared my Internship report on the basis of my experience and learning during internship. As I work with the recruitment team, so I assigned to prepare my report on the “Recruitment and Selection Process of BRAC International”.

In the very beginning of the report the background of BRAC has been described, which includes a brief history of their journey, their values, mission, vision and priorities, small description of different programmes etc. Then my job responsibilities during my internship period at BRAC International have been described. After that I tried to represent a literature review about the general recruitment process that can be followed in any organization. Then the following segment consist the structured recruitment process of BRAC International. In that segment recruitment process of BRAC International has been described step by step. The report has included a small analysis which is talked about the general recruitment process and the customize recruitment process of BRAC International. After that I tried to highlight some lacking in their recruitment process in my finding part which I had experienced during my internship. Then I tried to wrap up my report with some probable recommendation that can be followed in the recruitment process of BRAC International to overcome those problems.