



Inspiring Excellence

Internship Report
On
The Recruitment and Selection Process of
The Daily Star

The Daily Star
JOURNALISM WITHOUT FEAR OR FAVOUR

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Subject: Submission of Internship report on “The Recruitment and Selection Process of The Daily Star”

Dear Sir,

With reference to the above subject, I am pleased to present the report which is a part of completion of the BBA. I believed that within my limited knowledge this report provides detailed information about Recruitment & Selection practices.

During the exercise I have tried my best, especially in giving a more organized shape and to follow the guidance that you have provided which gave me a viewpoint the whole experience of this program and to get an insight into the real life situation.

Therefore I sincerely hope that you will find pleasure in reading to analyze the report about Recruitment & Selection process and if you have any queries regarding the report, I shall be glad to answer your queries.

Thanking you

Very truly yours

Sheikh Yasir Atafat

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Acknowledgement

At the beginning I would like to convey my cordial gratitude to almighty Allah for giving me the strength to terminate the assigned. As a part of our BBA program, I did my internship program at The Daily Star, the leading English newspaper in Bangladesh. I would like to thank my respected supervisor **Mr. Ariful Ghani**, Lecturer, BRAC Business School for his generous and gracious guidance. I am very grateful to my job instructors Mr. Mahmudul Hasan Khan, Senior HR Executive he deserves my heartfelt thanks for his cooperation in understanding TDS culture, environment, work procedure and also preparing my report. At the same time I also thanks to other department of TDS, Who had extended their helping hands by showing the right and effected path to me as well as given me a prospect to do internship in the organization. Furthermore I wish to thank all staffs and personnel's due to their all friendly supports for me. I gratefully acknowledge those helpful persons, without them I cannot prepare this report effectively. They supported me at every stages of my internship program with knowledge and resources.

Executive Summary

The Internship Report “**Recruitment and Selection Process of The Daily Star**” is originated as a partial requirement of BBA Program, BRAC Business School, BRAC University, Dhaka.

This report focuses working experiences at The Daily Star. This report will give a clear idea about the activities and operational strategies of TDS.

In TDS, the “Recruitment and Selection Process” are being followed properly. The HR department of TDS prepare a budget about the required manpower with the discussion with other departmental head. Based on the Manpower planning and approved budget Recruitment and Selection are being done as and when needed. Whenever required with the approval of concerned Authority HRD carried out the Selection process.

The Recruitment and Selection process of TDS is very much transparent in terms of selecting right people in right time and for the right job. For selecting a person, basic education qualification is a must while they also consider applicant’s experience, knowledge, capability and his/her background.

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Chapter 1: Introduction

As a part of Internship Program of Bachelors of Business Administration at BRAC University, I was assigned for doing my internship in The Daily Star. My program started from January 01, 2018 to March 31, 2018. In TDS, I was assigned with Human Resource Department where my organizational supervisor was Mr. Md. Mahmudul Hasan Khan, Lead – Human Resources Department. My project was on "Recruitment and Selection Process at “The Daily Star”. This was given by my faculty supervisor *Mr. Ariful Ghani*, lecturer of BRAC University, and the project was approved by my organizational supervisor.

1.1 Objectives of the report:

Major objective of the report:

The major aim of the report is to recognize and identify how theories and concepts discussed in the BBA program can be applied in the real field particularly in Recruitment and Selection process at an organization in Bangladesh.

Secondary objectives of the report is to -

- ✚ Describe the organization and explain the scope of work in recruitment and selection Process.
- ✚ Experience different recruitment and selection activities which are followed by The Daily Star.
- ✚ Describe all the necessary activities or steps from requirement of an employee to final hiring.
- ✚ To find out the problems regarding recruitment and Selection practices.
- ✚ Propose suggestions and recommendations for the practitioners that can help management to apply best practices in human resource management in the organization.

1.2 Limitations of the Study:

The major limitations that I faced during my internship period and preparation of this report are as follows:

- ✚ Employees are not allowed to provide sensitive and depth information.
- ✚ The main constraint of the study was insufficient access to information which has significantly disturbed the scope of the analysis that is required for the study.
- ✚ As the employees were busy with their own duties, they could give me little time for consultation.
- ✚ Misunderstandings or unfound details that may be of valued importance.
- ✚ Some published information was not up to date.
- ✚ Data collection was complicated due to high turnover rate of employees.
- ✚ Other interns sometimes treated me as a competitor.

1.3 Learning Statement:

As a part of my BBA Program I have worked as intern in one of the most reputed Newspaper Organizations of Bangladesh named “**The Daily Star Newspaper**” in Human Resource Department. My internship period was one of the most valuable learning experiences in my life. When I studied different courses of Management Studies, I learned only the theoretical part. There was not much scope to learn the subject practically. But the internship period has given me the opportunity to learn different aspect of Human Resource Management.

Throughout my internship period I have learned many things. Such as:

- ✚ It helped me to understand the HRM more clearly than my class room from which I got theoretical knowledge.
- ✚ I have gathered knowledge about how an interview is taken by observing interviewers.
- ✚ I have learned the recruitment process in details.
- ✚ I have learned to maintain confidentiality.
- ✚ I have learned to keep record of different information.
- ✚ It taught me that everyone can learn from others, no matter what the job position is.
- ✚ It taught me the work-life balance.
- ✚ It forced me to be punctual.
- ✚ I have learned how to behave in work place.
- ✚ I have learned to maintain professional relationship with colleagues.
- ✚ It taught me to work under pressure.

- ✦ I have learned how to make short list from a large pool of candidates.
- ✦ I have learnt to accept changes.
- ✦ It made me challenging.
- ✦ It gave me the chance how organization can make mistakes.
- ✦ I have learned how to make a system.
- ✦ It forced me to think, “*Challenge is life. We should challenge ourselves. Grow more, Step forward. Don’t look back.*”
- ✦ It forced me to think, “*You are a resource. You have hidden talents. Meet your full potentials.*”

Every day there was something new to learn in The Daily Star. It made me ready for the real life Job environment. My internship experience was so much effective that it is nothing less than a real job experience. I hope that in future I will be able to utilize my learning from the internship experience to develop a captivating career.

1.4 : Methodology

1.3.1 Sources of Data:

The entire report discusses about recruitment and selection function of the popular daily newspaper “The Daily Star”. The report is prepared based on both primary and secondary data resources.

- ✦ **Primary Data:** Primary data was collected by observing organization’s recruitment and selection process, interviewing employees, Survey questionnaire, talking with candidates while working as an intern in Human Resource Division at The Daily Star.
- ✦ **Secondary Data:** Secondary data was collected using the organization’s website, and from relevant books and websites.

1.3.2 Population Size: At present, more than 355 employees are working in different department in The Daily Star.

1.3.3 Sample Size: To complete the survey 15 employees as a sample among whole population.

1.3.4 Sampling Technique: In this study of internship report has been taken random sampling population among the whole organization.

1.3.5 Tools Used: To analyze the collected data I used **spss** software, because it is more helpful to analyzing the data accurately.

Chapter 2: Organizational Profile

2.1 Organizational Overview

The Daily Star is the largest circulated daily English-language newspaper in Bangladesh. On 14 January 1991, it started its journey under the leadership of the Founding Editor, Syed Mohammed Ali, as Bangladesh transitioned and restored parliamentary democracy, The Daily Star emerged as a leading and influential national newspaper of record. Its editorial stance is characterized by staunch liberal and progressive ideals emanating from the Liberation of Bangladesh; a reputation for non-partisan quality reportage and a distinguished record of investigative journalism.

Its motto, "Your Right to Know", appears on the upper-middle section of the front page. Since 1993, the newspaper is led by Mahfuz Anam, a former United Nations official, after the death of its Founding Editor, Syed Mohammed Ali. Its principal bureaus are located in Dhaka and Chittagong, with several representatives at home & abroad. This newspaper is comprised of several departments and sections. Besides its regular 24 pages it includes some weekly publications aswell.

The Head Office of The Daily Star is located in the centre of the capital city of Bangladesh, at 64-65, Kazi Nazrul Islam Avenue, Dhaka-1215.

2.2 HISTORY:

As mentioned earlier, The Daily Star established its place in the media scene of Bangladesh on January 14, 1991. It started its journey with a sense of challenge and a feeling of humility to serve this nation as a truly independent newspaper. The newspaper made its debut at a historic time when, with the fall of an autocratic regime, the country was well set to begin a new era towards establishing a democratic system of government which eluded Bangladesh for too long. It was a privilege for The Daily Star to be part of a changing scene after the fall of military autocrat in early 1990s. With that privilege came an enormous responsibility of upholding the duties of a free press.

2.3 VISION STATEMENT:

To be recognized as the most inspiring & credible source of content and leading digital information platform in Bangladesh by sharing authentic news, views and information as well as to reach 100000 circulation by 2020 and gain financial solvency while aligning with ethical and sustainable business model.

2.4 MISSION:

- ✚ To practice journalism without fear and favor
- ✚ To be the constant source of news and content that are authentic and credible
- ✚ To help readers to become informed citizens and make better decisions by providing lots of facts, statistics and opinion columns.
- ✚ To be the platform of bridging people and business entities through print and digital media.
- ✚ To develop a sustainable eco-system in the society through innovation in media industry
- ✚ To become financially stable by conducting ethical business

2.5 SOCIAL AND ECONOMIC COMMITMENT:

Being well aware of its social responsibilities and duties, the newspaper works to ensure human rights to all, remove gender discrimination, advocate rule of law, press freedom, transparency and accountability in the administration and in the world of trade and industry and above all to uphold national interests.

Besides running news reports on these issues, The Daily Star carries special reports, human-interest stories, features, articles and essays written by its staffs and other professionals and talents from across the country and abroad.

During different national crises, the newspaper played an important role to solve those to stop people's sufferings. As it remains alert of its social duties, The Daily Star frequently organizes roundtables, seminars and discussions on the issues. It also works closely with the civil society for this end.

Every year The Daily Star organizes various events to fulfill its commitment and responsibility towards the society. Some of them are as follows:

Saluting the Nation Builders of Tomorrow: Since 1999, The Daily Star has been hosting the “O & A Level Award Presentation Ceremony” every year for the students of English Medium Schools who achieve outstanding results in O & A Level Examinations on a global scale.

englishinschools: English in Schools (EIS) started by The Daily Star with Robi in 2010, helps students broaden their knowledge and develop a habit of reading English. Every week, an extra full-page with English learning materials is brought out. It is a special educational resource closely used by over 1500 secondary schools.

Bangladesh Business Award: The Daily Star-DHL Business Award is an annual event that has been running for over a decade. It recognizes and rewards extraordinary performances by Bangladeshi business professionals. The award not only honours its recipients, but also provides the environment, support and freedom for our businesses to tap into their full potential and flourish.

Spelling Bee: The Daily Star in collaboration with Champs21 holds the annual nationwide Spelling Bee competition for all school children between the classes of VI and X. The competition begins with the Online round and advances to the Divisional and TV stage.

The Spelling Bee seeks to promote English literacy in schools in a way that’s enjoyable and exciting.

Celebrating Life: Celebrating Life is a composite competition jointly arranged by The Daily Star and Standard Chartered Bank Limited that promotes and upholds the art of Bangladesh in a variety of media. It has provided the only platform of its scale for Bangladesh’s creative expression for four years in a row and aims not only to recognize but also to reward and encourage the best in film, photography and lyric writing.

Climate Awards: The HSBC-Daily Star Climate Award is the sole initiative taken in Bangladesh to annually award companies and industries for their efforts in promoting green business and cutting down on environmental pollution with the idea that environmental protection and economic growth can and should come hand in hand.

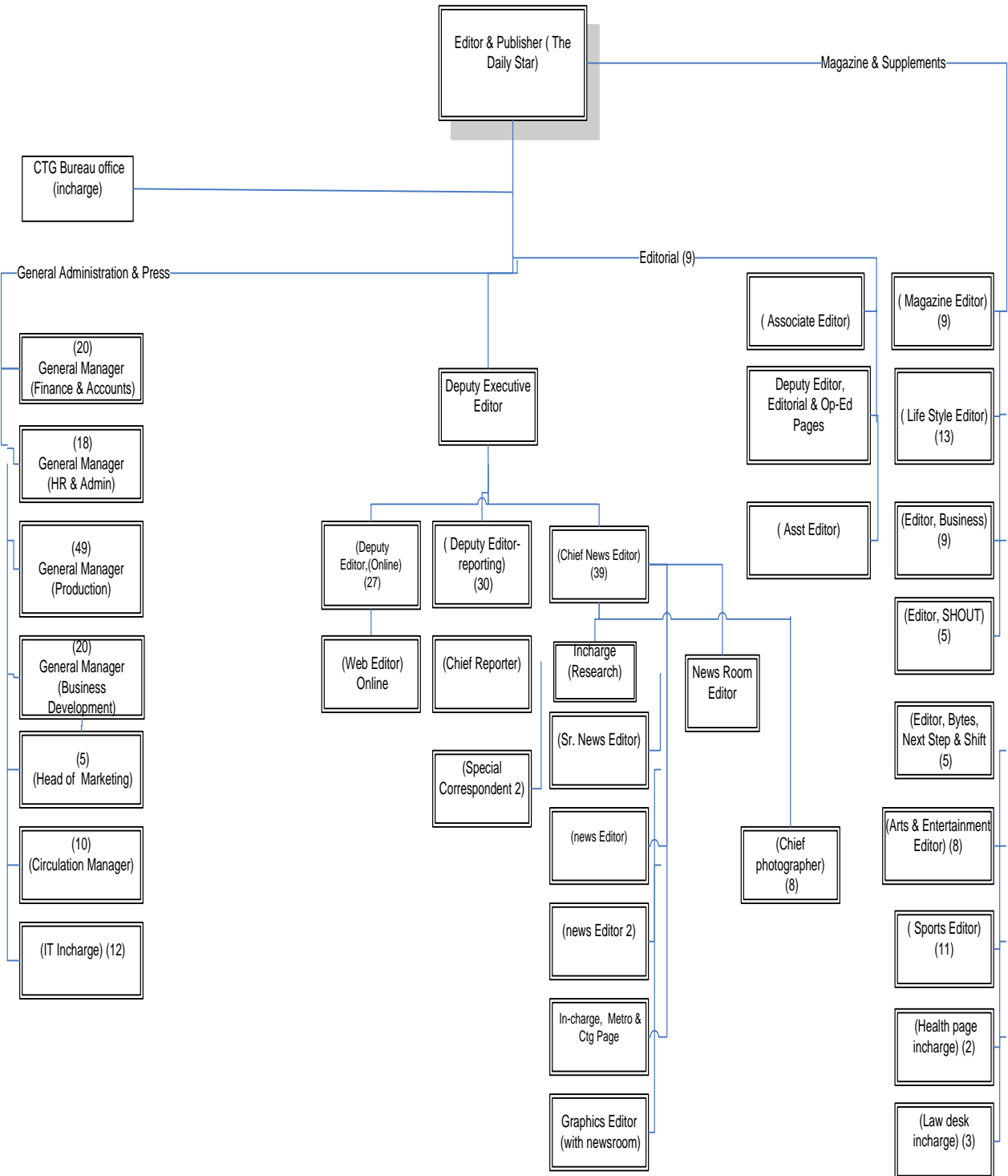
Junior Climate Champions: The Junior Climate Award is an extension of HSBC-The Daily Star Climate Award to engage with the green minds of our country, make them aware about our environment and build a conscious, vigilant mind among our future generations to face the environmental challenge Bangladesh is facing.

IGNITE (Science for the Internet Generation): The Daily Star, partnering with Grameenphone has launched the IGNITE Programme with the goal of rekindling love for science among school students. IGNITE is a project that has its commitment to shape a scientific mindset for Bangladesh's future generation to become compassionate human beings who are able to think through the language of logic and knowledge and able to take today's challenges head on.

Foodiez Choice Awards: The Daily Star Foodiez Choice Awards is a yearly recognition programme initiated by The Daily Star with the support of Dhaka Foodies to award the top restaurants in each cuisine and category that are available in Dhaka. Dhaka Foodies allows food lovers from all across the country to vote online to help them find the best restaurants. It also allows users to post food reviews of restaurants with pictures and ratings.

2.6 ORGANOGRAM:

The Daily Star has several Departments with the designated department heads. A total of 360 staff are now working in these departments, of them, 40 are female staff.



2.7 PAGES, MAGAZINES & SUPPLEMENTS:

The Daily Star publishes a number of weekly supplements along with its 18-page main publication.

<i>News</i>	<i>Star Business</i>	<i>Star Sports</i>	<i>Country</i>
<i>Star City</i>	<i>Star International</i>	<i>Star Editorial & Opinion</i>	<i>Arts & Entertainment</i>
<i>Star Literature</i>	<i>The STAR</i>	Star Lifestyle	SHOUT
Star Showbiz	Next Step	BYTES	SHIFT
Star Health	Law and Our Rights		

Chapter 3: Theoretical Analysis of HRM

3.1 Literature Review and Conceptual Framework

Roy (2015) conducted a survey named “The Selection and Recruitment Process of **Bangladesh Institute of Bank Management**” where it is said that in BIBM, “Recruitment and Selection Process” are being followed properly. Administration section of BIBM prepare a budget about the required manpower with the discussion with other departmental head. Based on the Manpower planning and approved budget Recruitment and Selection are being done as and when needed. Whenever required with the approval of concerned Authority Administration carried out the Selection process. The Recruitment and Selection process of BIBM is very much transparent in terms of selecting right people in right time and for the right job. For selecting a person, basic education qualification is a must while they also consider applicant’s experience, knowledge, capability and his/her background. BIBM practices two types of recruitment Yearly recruitment and Need-based recruitments. Candidates either send their CVs in application for a specific vacancy after advertisement. Most of the candidates profile summary is prepared before written exam. After the written test, the interview board consists of the Director General of BIBM, and recruitment committee members. After the interview is conducted and the interviewees are evaluated, the management committee decides who is to be selected and who is to be rejected. After the appointment letters are printed, the candidates are given one month for joining. First, the candidates have to go through physical examinations. After the physical examination, the candidate needs to bring the result of the medical tests along with all the necessary documents and academic certificates for joining. After going through the formal joining and placement process, the candidates are finally employees of Bangladesh Institute of Bank Management. No position shall be appointed to any post in the service of the BIBM unless he is a citizen of Bangladesh. A candidate shall not be more than thirty years. No person shall be appointed in the service of the

BIBM unless he is declared physically fit by the Medical Officer of the BIBM or any other Medical authority specified by the BIBM in this behalf.

Durdana (2016) conducted a survey named “The Selection and Recruitment Process of **Robi Axiata Limited**” where it is said that in Robi Axiata Limited, Recruitment initiates only when there is demand for new employees or intern assistance in a particular department. The demand may create due to shortage of employees or due to the need for people with innovative ideas that would add value to the organization. The recruitment managers advertise in their own portal or third-party job portals to get more applicants. At the same time, they go through their old database of the applicants to check whether any of them match the job criteria. After receiving all the resumes of applicants, the managers screen those and short-list candidates for written exams or interviews or both. Once the candidates have been shortlisted, they sit for written exams which are mainly aptitude test and contain questions from English, Mathematics and Analytical Ability. When a candidate passes the exam, he or she is called for an interview. The recruitment managers conduct those interview sessions and mark the candidates based on the pre-determined criteria by the Resourcing unit. After consolidating the outcomes of both the exam and interview, the candidates are finally selected. Once the candidates are selected, they are given a joining date. On that date, the new joiners are welcomed and an orientation takes place where they are formally introduced to the organizations.

Biswas (2012) conducted a survey named “The Selection and Recruitment Process of **Viyellatex Group’s**” where it is said that in Viyellatex Group’s, are defined and justified by the requisitioning Business Unit Head and authorized and processed by Human Resource Department. The position is advertised unless a person has been identified through the succession planning process or other business requirements. The Business Unit Head are involved in the recruitment and selection decision. As a minimum, at least one other person from the Business Unit, competent in the recruitment process, should assist beside the authorized person from HR Department. Pre-requisite skills, qualifications, experience, competencies and others. The Viyellatex Group’s or legislative requirements are met and documented. At least 2 reference checks and medical check up are completed and documented. Offers are approved and made by Head of Group HR and in some special cases by the Managing Director. All people, whether internally or externally recruited, are inducted through employee orientation program.

Alam (2017) conducted a survey named “The Selection and Recruitment Process of **GETCO Business Solution**” where it is said that in **GETCO**, HR department does their job accordingly, recruits and selects appropriate candidate for the vacant position. Once the manpower requisition

form is signed by the HR head of GETCO BSL, they give add on “www.prothom-alojobs.com” and www.bdjjobs.com. In that job advertisement they mention how many vacancy they have, educational qualifications, which gender of employee they prefer, what type of experience they prefer and sometimes they also mention the salary range etc. Usually there is no deadline mentioned for job application. GETCO BSL calls candidates within 2-3 weeks. After finding the suitable CV’s, the HR department calls the candidates appropriate for the vacant position for interview. In GETCO BSL, written test is not always mandatory. For entry level job position, GETCO BSL makes sure candidates are sitting for a written test. But for senior level positions, written test is not mandatory. During the second and final interview, the care line manager and the respective brand manager takes the interview. Finally after the second and last interview, the brand manager and care line manager selects and decides which candidate is appropriate and perfect for the vacant position.

Ferdous (2014) conducted a survey named “The Selection and Recruitment Process **Square Pharmaceuticals Ltd.**” where it is said that in SPL, procedures of recruitment and selection process generally driven by a desire to be fair. Each year SPL recruit above 100 numbers of Medical Promotion Officer those are mainly chosen for field work. From the beginning to end SPL follows a very systematic procedure which leads them to hire effective people. Every department prepares a budget of employee according to the requirements in their department. It may be at the beginning of the year or when vacancy is created or someone leaves one’s job. SPL hire around 400 employees for MPO position each year. The budget depends on the number of manpower requisition. From different means of media CVs are collected and piled up for initial screening. Most of the candidates are rejected in the initial screening time because of inferior quality. They arrange for a written (in 100) to get quality students from different private and public universities. Among them who get 50% number are selected for interview. After the written test every passed candidates get a chance to take part in the viva-voce. The viva-voce conducts into two parts. First one is preliminary and other is final. Overall processes as well as the candidates are approved by the Approval Authority. Medical checkup is mandatory for candidates. They are checked from Square Hospital on free of cost. Finally, the job is offered to the candidates and is introduced with the organization polices. Moreover, a negotiation of is occurred and asked the candidate whether he is agreed with the terms and conditions of the organization and the offered salary if so then is told to join as early as possible.

3.2 Human Resource Department of The Daily Star:

The Daily Star newspaper considers that success depends on the collective effort of entire work force. Human resource division of The Daily Star has comprehensive policy and procedure that practices best approaches with legal and ethical consideration. The major purpose of human resource division is to introduce organizational policy and related to employees of The Daily Star. It gives specific guidelines of operation of human resource division with a vision to maintain the expected standards that are maintained.

It also provides specific direction regarding the assessment, evaluation, reward system and long term benefits of employees of The Daily Star. It sends a clear picture about expected standards. The employees get idea of their present status, growth and value addition process in the organization.

The human resource division is a central reference of employee relations and policies. Each policy is a guideline to be used with discretion, understanding and management in the spirit in which the policy is written.

3.3 Recruitment Policy & Process:

The Daily Star is committed to ensure that a transparent and unbiased recruitment process is followed; one that result in the appointment of the best candidate, based solely on merit and best fit with its vision, mission and values.

1. Objective:

- ✚ To *streamline* the *Recruitment* process The Daily Star.
- ✚ To ensure that *we always hire the RIGHT people at RIGHT role at RIGHT time*, and
- ✚ Also to thrive a strong *Employer Branding* to attract the best talents available in the Industry.

2. Scope: Covers all the vacant positions across the functions, levels & hierarchy. To enable HR to initiate the hiring process at any point of time during the year, the respective *HOD / functional / Unit heads* need to follow the below-mentioned steps –

- ✚ Fill-up a ‘*Service Requisition Form (SRF)*’
- ✚ Get the SRF *approved* by the concerned approving authorities (as per the *Recruitment Approval matrix* shown below), and
- ✚ Forward the approved MRF to HR

3. Recruitment Quality Norm:

In today’s knowledge driven business scenario, *People* are perceived as the *most valuable assets* of an organization and the *optimum utilization* of the *skill, knowledge, attitude*, they possess, are directly instrumental to the growth of any organization.

Therefore, while recruiting a candidate for any role, position, level, function, it should always be ensured that *there is no compromise in the quality of people, we hire.*

Besides checking the presence of role-specific *key competencies* & the *behavioral attributes* required to perform a job, few basic eligibility criteria should be considered, even before a candidate is called for the Initial rounds of Interviews –

- ✚ **Academic Qualification:** Minimum *Graduate* (Recognized University).
- ✚ **Psychometric / General Intelligence test:** All the short-listed candidates should be run through a *Psychometric / General Intelligence test* and candidates qualifying this test, would be eligible for the next rounds of tests / interviews.
- ✚ **Reference check:** *Reference check* is **MUST** for all recruitments across the country and **HR** should always ensure that *Reference check is done before extending the offer to a selected candidate.*

a. Candidates selected after rounds of tests/Interviews would be asked to provide the *names & contact details of at least 2 persons* as his/her **Professional References**, and

b. **HR** would contact these references and the *comments & remarks of the referees* would be *documented and preserved for future records.*

c. **HR** in some of the critical cases may also carry out an **Independent Reference Check** through the respective *Placement consultants* (who had sourced the CV of the concerned candidate), who would check with at least **2 referees** (one each from 2 different organizations) whom the concerned candidate had worked with in the past.

4. Internal Recruitment:

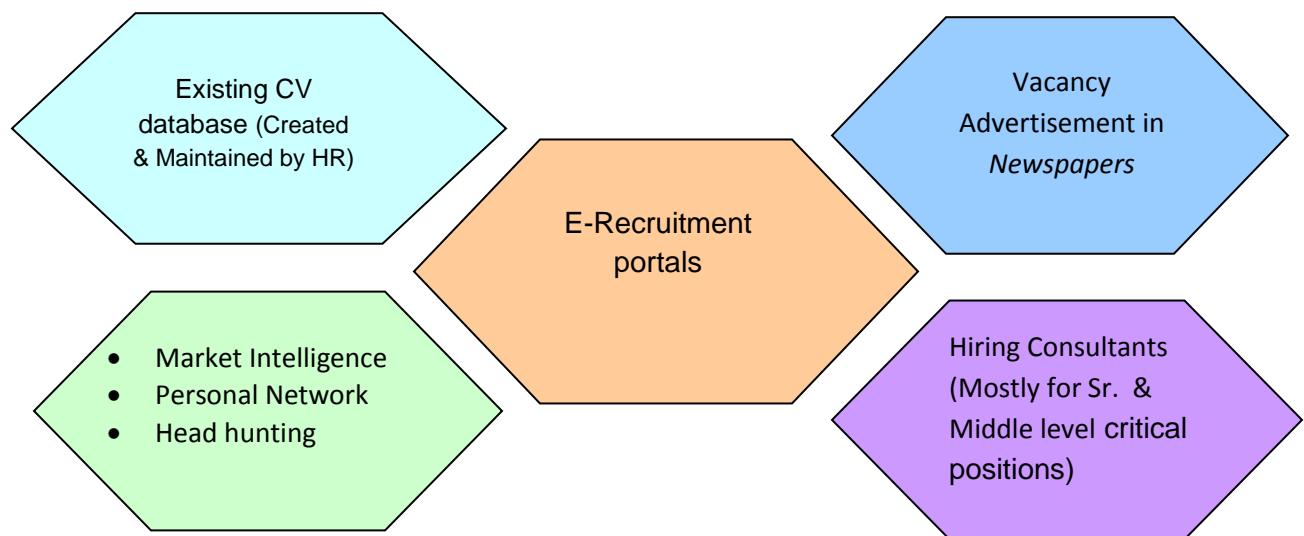
As a conscious focus of the organization to nurture high potential talents by providing them suitable career growth opportunities within the organization, efforts would always be made to fill in specific vacancies from its existing human resource pool.

The entire process would be done through **Internal Job Posting (IJP)** and communication including the job profile, candidate profile, eligibility (who can apply), application deadline etc. would be made available by HR.

Employees possessing necessary skills, knowledge, and experience matching with those required for the job may apply through the appropriate communication channels as prescribed in the IJP.

5. Recruitment Sources:

To ensure a steady in-flow of quality candidates for all the existing vacant positions, with an aim to select the best within a stringent recruitment deadline, HR would always focus to develop a robust database of CVs searched from the following sources –



6. Offer letter check list -

HR should make sure that all the below-listed documents are received & checked thoroughly before issuing the formal offer letters –

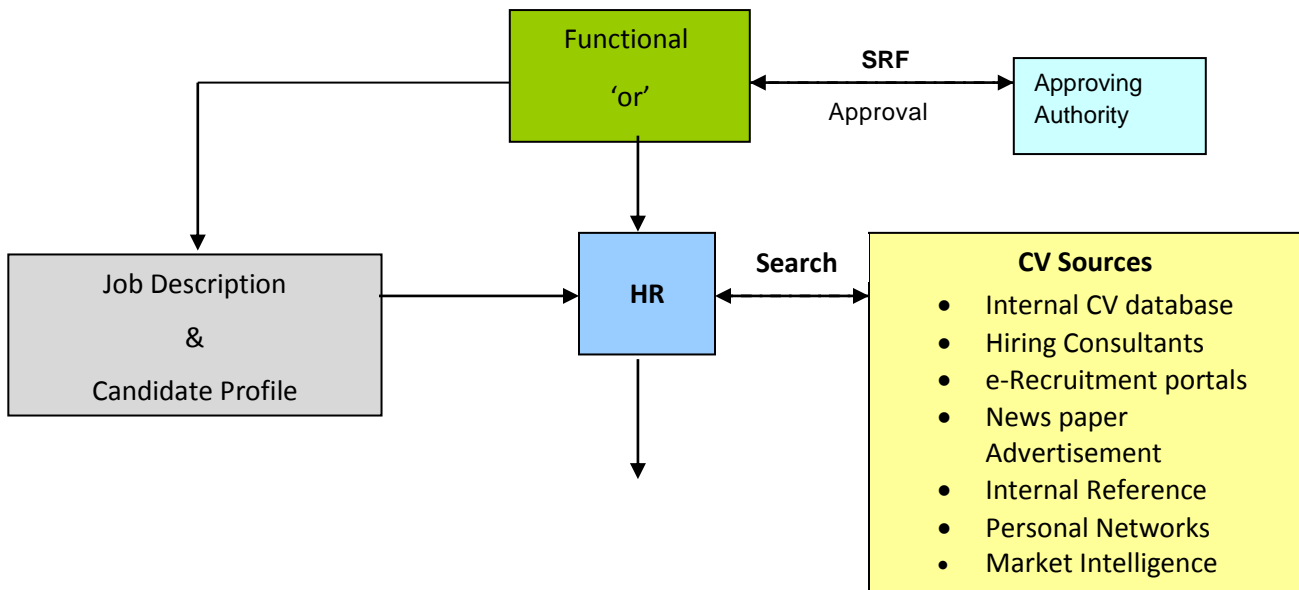
- ✚ **Approved Service Requisition Form (SRF)**
- ✚ **Resume** (hardcopy) of the candidate
- ✚ **Interview Assessment sheet** (Filled up with specific recommendations by the concerned Interviewers)
- ✚ **Reference checks details** (documented in the specified format)
- ✚ **Compensation Proposal** (Existing package & the proposed plan, duly approved by the concerned Authority)

7. Recruitment Cycle Time:

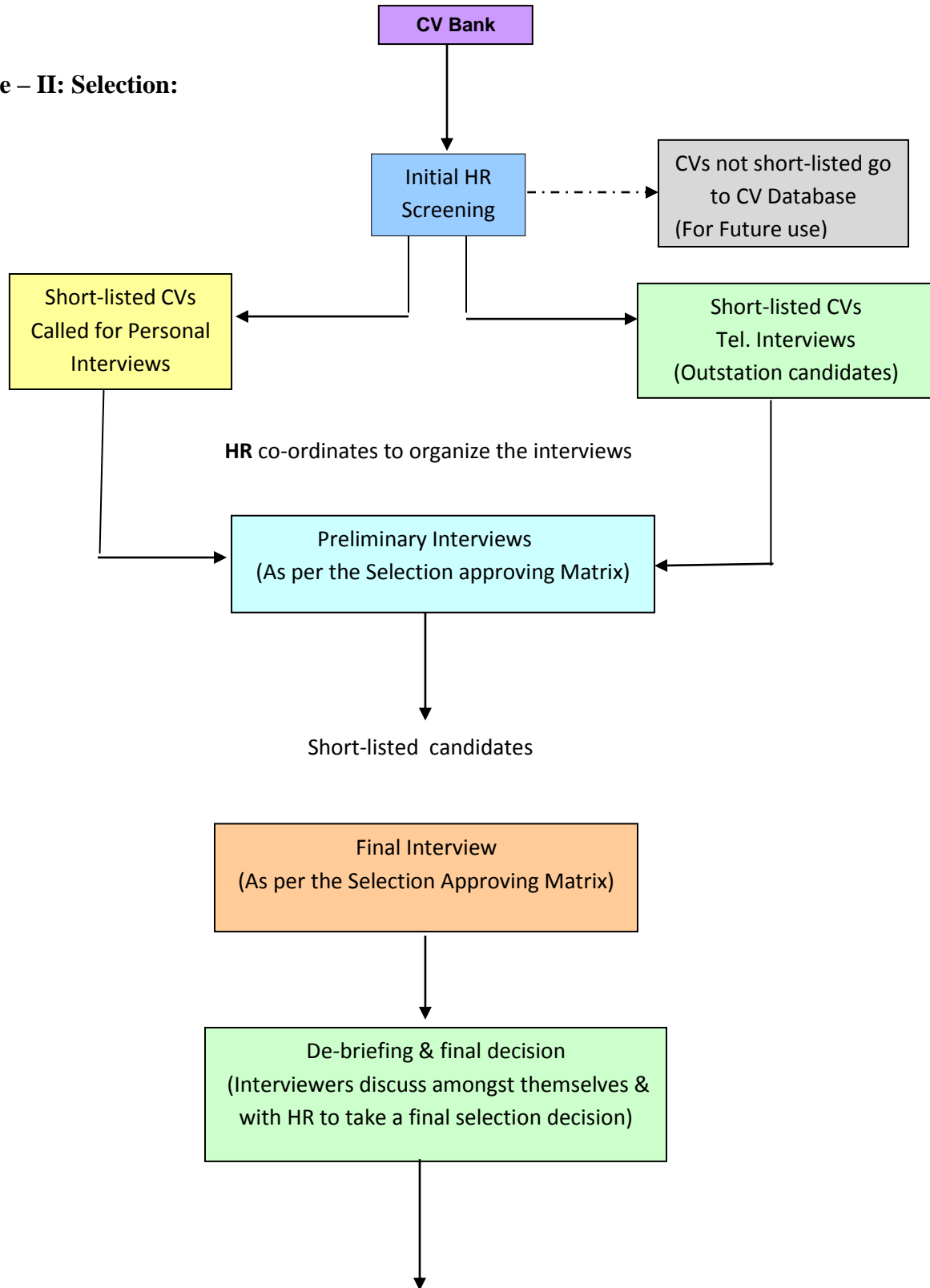
To bring in more dynamism and effectiveness in the recruitment process, HR would follow a specific project deadline (from the day it had received the approved Service Requisition) to hire a new employee.

The process specific schedule break-up is mentioned below –

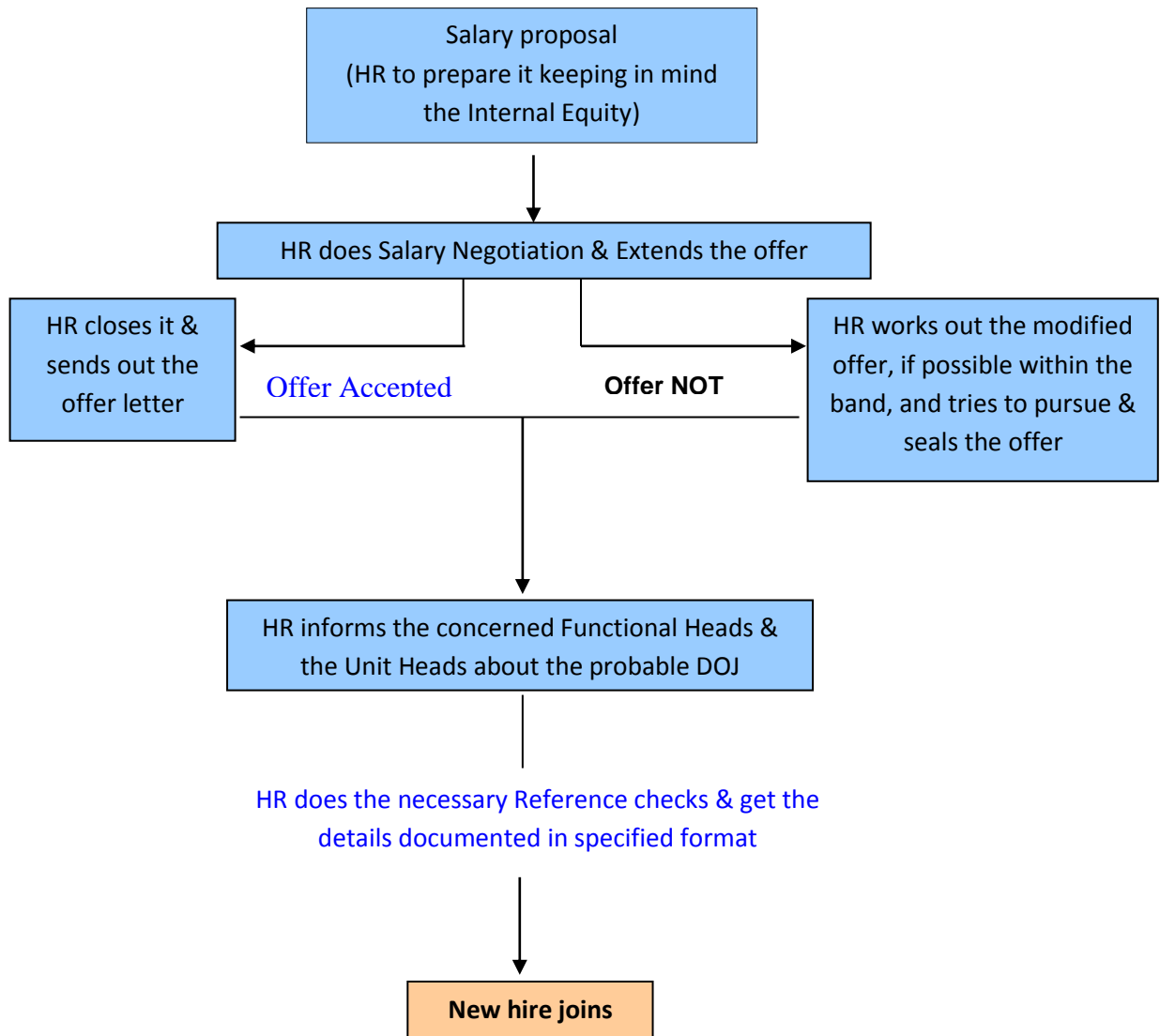
Phase – I: Selection:



Phase – II: Selection:



Phase – III: Post-Selection:



Phase – IV: Post-joining:

HR creates Employee Id & sends out the 'New Hire Notice' & the 'Joining Circular'

At HO, HR would handle the Joining formalities &
At units, the same would be handled by the respective Unit Heads/ Factory HR
The new hire should submit the following docs on DOJ itself –

- ✚ Signed & Accepted copy of the offer letter
- ✚ Xerox copies of all the educational/professional certificates
- ✚ Date of Birth proof (Passport / Driving License etc)
- ✚ 4 color passport size photographs
- ✚ Medical Fitness Certificate (in specified format) signed by a Medical Practitioner registered under BMA in case of Expat recruitment.
- ✚ Experience Certificate 'or' Relieving letter, clearly mentioning the date of Separation in it, from the last employer
- ✚ Monthly Pay-slip of at least 2 months / Salary Certificate showing the salary details of the last employment.

Induction & New Hire Orientation

- ✚ Plan the Induction with the Functional leaders, prior to the DOJ & communicate to all the concerned persons accordingly
- ✚ Make sure that the following forms are filled up and sent to HR on DOJ itself –
 - Completed Visiting Card /ID Card Requisition Form
 - All the statutory forms, like Annexure A,B &C
- ✚ Hand him over the Induction Manual
- ✚ Take the new hires through the office to all the departments, Introduce them to other Functional leaders, peers, colleagues
- ✚ Finally, Introduce the new hires to the respective Reporting Managers, to start the functional orientations
- ✚ HR receives the Induction feedback from both the trainer as well as from the new hires & keeps a track of learning & performances of the new hires.

The “Recruitment Policy & Process” guide the HR department regarding the Recruitment and Selection Process. This is focused on the minimum requirement of the Recruitment Process and does not completely describe all the steps in details. HR Managers can make changes in any of the rules with the approval of the Highest Authority. So the recruitment process is not always exactly same as the guidelines, there can be slightly difference. In this part of the report I have tried to describe the recruitment process in details based on my experience as an Intern in The Daily Star. The Step by Step process is given below:

3.4 Step 1: Receiving service requisition form:

At first, concerned division/department must fill the service requisition form. In requisition form, there are some aspects. These are:

i. Position details:

Here, manger from concerned division/department will write down the position name, department, division, type of vacancy, number of employee needed, date by which personnel is required to join.

There are three types of vacancies:

ii. Replacement:

If vacancy is against replacement, managers must mention previous employee’s name and resigning date and reason of replacement.

iii. New position

If the vacancy is against new position, then managers must show the judgment. This judgment is about why new position is raised. This judgment must be approved by Human resource Division and board of director. The judgment is very important because in this case adding a new position will affect the Organogram of the company. So the manager has to show the position of the New Post in the hierarchy and get approval from the highest authority.

iv. Planned Addition:

Sometimes it is required to have addition number of manpower for the existing position. For this purpose the HR department plan with the Department Head and approve it from the Board of Directors.

There is some other important information mentioned in the service requisition form. A Sample of the form used in The Daily Star is shown below in Appendix:

3.5 Stage 2: Getting Prepared for the Recruitment:

In this step the HR department takes necessary steps to go for the recruitment process before they attract candidates. Following tasks are performed by the department in this step:

i. Job description:

In job description, department head mention about task of vacant job. If recruitment is for replacement, they just use the previous job description of the resigned person or contact him/her to know his/her job responsibilities in details. In case of new position and planned addition, Editor discuss with the head of the department to know in and out of the job needed to perform. If job description is same as their job description book, department head will write “as role play”.

ii. Job specification:

In job specification, the department head will point out skills that need to perform. Here, he will portray about educational qualification, experience, and age limit. If experience is not needed, department head will write that experience is not mandatory but preferable.” Department head can add other points like employee must active, stress free mind etc.

iii. Approval:

This box is just about taking signature. Here, manager, raised requisition, will sign. Department Head, Head of HR and Deputy Managing director will sign also. After signing divisional head, manager will send it to HR division. Then HR division will examine it and HR Head will sign. Then it will go for deputy managing director’s sign.

A sample of Job description is given below in Appendix:

3.6 Stage 3: Attract applicants and collecting resumes:

After approval from deputy managing director, Human resource division will start their recruitment tasks. HR division will send the photocopy of manpower requisition form and it will keep the original copy. After that it will set how to draw applicants' attention.

Sources of Collecting Resumes:

There are two sources for collecting resumes. These are:

Internal sources:

Through internal sources they collect resumes. Internal sources help HR division reduce the cost. There are some sources that are used to utilize internal resources.

i. Employee referrals:

The Daily Star has huge number of employees. Employee referrals are great and strong source of The Daily Star for gathering resumes. Here employee from The Daily Star will send candidates CV and mention his/her as reference. HR managers attach a visiting card of the referee for their ease. Employees also refer about interneer.

ii. Notice board:

A copy of the advertisement is placed on all the company notice process and can recommend suitable candidates, if any. For lower level post like security guard, driver, technician The Daily Star does not publish advertisement at external resources. It sends a copy of advertisement in every branch's notice board.

iii. Transfer and promotion:

HR Division follows this source if vacant position is immediately important.

External sources:

Through these sources, The Daily Star gathers huge and good number of applicants. The Sources are:

i. Newspaper advertisement:

HR Division advertises about its job recruitment. At first, they create an advertisement and send it for management approval. After Management approval, they contact with newspaper for booking advertisement. Most of the time, they basically publish their advertisements on Friday to capture maximum applicants.

ii. Online advertisement:

HR Division of The Daily Star has contract with bdjobs.com. HR manager has full access to post a circular here. Here, they advertise about entry level, mid level and high level job. For posting job on Bdjobs.com, they have to pay 2,500TK for per advertisement.

iii. Interns:

Interns are one of the external sources. HR division wants interns' resume from different educational institutions and universities. Sometimes students send their resumes to HR division.

iv. CV Bank:

HR Division of The Daily Star always maintains CV bank. In CV bank, there are two parts. First one is unsolicited CVs. Applicants send their CVs. Some send in their carrier service mail. Then HR Division keeps these CVs if they are suitable for The Daily Star. Another one is rejected CVs from different selection process. Excellent rejected CVs are kept in file. So when HR division needs job holder, they pick some CVs from these files.

Sort out applicants:

After Collecting Resumes, HR division of The Daily Star starts its selection process. Resumes are chosen in two approaches. At first, HR division selects applicants' resumes. Next, they decorate resumes and send these resumes to concerned division/department. After that, concerned department does the final selection and gives back to HR division.

Make call list and informing candidates:

Next work is to inform applicants for attending exam. For this, HR division makes call list. This call list includes Name of the Candidates; Contact no, Name of the highest education, Name of the last worked organization, Total years of experience and remarks. HR division calls applicants through two ways. If applicants' number is little or the position is for Top level Job, HR Division calls them by themselves. If applicants' number is large, they send call list to Front Desk. Front Desk contacts with candidates. Front Desk maintains relationship with inside and outside organization. Front Desk will write down note the remark column whether applicants are available or not.

3.7 Stage 4: Selecting Candidate:

In this stage the HR Manager take necessary steps to find out the desired candidate and finalize the selection. Tasks performed in this stage are as following:

Written Test/Interview:

For selecting final employee, HR division sometimes arranges written examinations where candidates will give test. In written test, applicants must have to get 80 percent number. All the questions are related to the job. Then department head checks the exam paper and attaches with resumes. Followed by, they publishes written exam with the authorization of board of director. After passing written exam, HR Division organizes viva. This viva board consists of two types of people. Some are from HR Division and some are from concerned department. Before starting interview, Recruitment and Talent Manager will give some overview about the vacant job and question. Then he provides candidates profile summary, particular job advertisement and resumes who pass in written exam. In viva, interviewer asks about applicants' study and job related question. They want to know about job responsibilities from candidates. Interviewers give some situation to know that how candidates will response in given situation. They also ask candidates about expected salary. If applicants have job experience, they also ask about job condition and reason of leaving that organization. Interviewers basically evaluate some aspects from candidates. These aspects are:

- ✚ **Job understanding**
- ✚ **Communication skill**
- ✚ **Leadership**
- ✚ **Decision making abilities**
- ✚ **Judgment abilities**
- ✚ **Technical skill**

All interviewers will mark candidates using an Interview assessment form. They will average all interviewers' mark and select final person. They also select additional two or three applicants. If first choice applicant is not available, they can go for second and third best candidate.

Call the finally selected candidates:

After final result, HR division ensures that finally first choice candidate will attended their organization. If first choice does not except their condition, HR division will go for second best or third best choice. Then HR division calls finally selected on fixed date to bring necessaries papers. The format of Interview Assessment form is given in Appendix:

Employment Check List for new joiner:

New joiner has to handover some important documents. These documents are:

i. Updated resume:

New joiner has to give away an updated resume in English.

ii. Certificate and Transcript:

New joiner will give photocopy of all the academic/Professional/training certificates. The photocopies must be attested.

iii. Release order:

If new joiner has previous job experience, he/she must get back release order from previous organization. Otherwise, he will not be able to join here.

iv. 3 copies of passport size photograph:

New joiner will give three copies of passport size colored photographs with his/her name and signature at the back. All photographs must be attested by first class government officer.

v. National ID card photocopy:

New joiner will give two photocopies of his/her National Identity Card. The photocopy of Identity Card must be attested by first class government officer.

vi. Nationality certificate:

New joiner will provide national certificate which is issued by union chairman/ward commission.

HR Division justification:

When new joiner Submit his/her necessary papers, HR division will also justify new joiner's papers and information.

i. Educational certificate:

After submit educational certificate, at first, HR Division will justify these certificates. Then, they will send to Legal department and they will do the final justification.

ii. Driving license:

If new joiner needs driving license for the job, HR Division will apply to get information from BRTA about himself/herself. Most of the time, HR Division does it for the position of driver.

iii. Past Employment History:

HR Division will contact with past employer. They will try to get information from past organization. If HR division does not find any problem with submitted papers, new joiner will get the appointment letter.

3.8 Stage 5: Final hiring:

This stage is all about formally hiring the selected person by issuing different letters and documents. All the necessary Letters and Documents required to hire a candidate is given below:

i. Offer Letter:

- ii. When the HR Manager confirm that the selected person is ready to join the organization a negotiated amount of salary and has all the necessary documents required to join, the HR department send an offer letter to the candidate. The offer letter is an invitation to accept the appointment letter where there are some details about the job, salary and job responsibilities. If the candidate accepts the offer letter, he is asked to collect the appointment letter.

iii. Appointment Letter:

Appointment letter is one of the most important parts of the recruitment process. When a candidate is finally selected for a post the HR department prepares an appointment letter and invites the candidate to accept it. The appointment letter consists of important information about the job, salary, terms and conditions, compensation, benefits, some important rules etc.

iv. Joining letter:

HR Division will provide joining letter. In joining letter the hired person declares that s/he has joined the organization. There is also mentioned the date of the appointment letter, Name of the Position, Department, Unit and Joining date. At the end there must be a sign of the newly joined person.

v. Employee Information form:

“Employment Information form” is another version of new joiners resume. After confirming the joining, here, new joiner will give information about his/ her name, permanent and present address, phone number, email address, academic description, prior work experiences, emergency contact etc.

vi. Annexure Copy:

It is all about accepting different rules, regulation and agreement for joining the company. By signing this copy, newly joined employee will declare that s/he will follow all the policies of the company otherwise the consequence can be punishment, termination, dismiss or demotion.

vii. ID card Visiting Card Requisition and Visiting Card Form:

As soon as the selected candidate is ready to join the organization, s/he has to apply for the ID card. This is necessary because without ID card an employee is not allowed to enter or go out of

the organization. But s/he can sign manually in the register of front desk until s/he gets the ID card. Visiting card is also provided to the newly selected employee.

After filling/signing all these in own handwriting of the newly joined candidate, s/he will finally be a part of the company.

Chapter 4: My Job as an Intern

4.1 About My Internship:

For the completion of BBA program in BRAC University, it is an obligatory duty for the Students to involve themselves as an intern in any organization which is followed by the submission of a project report or internship report.

I did my internship The Daily Star in Human Resource Management Department. I work with the HR in the Head office of The Daily Star which is located at Kazi Nazrul Islam Avenue, Farmgate, Dhaka.

4.2 My job as an Intern:

As an intern in The Daily Star I did a lot of important things. My responsibilities were described below:

1. Making Appointment Letter:

Appointment letter is one of the most important legal documents to hire a new employee. I am really grateful to my supervisor, Md. Mahmudul Hasan Khan to let me prepare appointment letters. This was the first responsibility that I got during my internship in The Daily Star. I used to write down different information of the newly hired employee and his or her job. For example:

- | | |
|---------------------------------|-------------------------------------|
| ✚ Reference number | ✚ Salary breakdown |
| ✚ Date | ✚ Job title, |
| ✚ Name | ✚ Posting Area |
| ✚ Father's name | ✚ Designation of the reporting boss |
| ✚ Present and Permanent address | ✚ Joining date |
| ✚ Salary amount, | |

2. Updating Central Database:

Keeping all the information about the existing employees is one of the most important job of the Human Resource department. The central database is updated using a confidential employee information form which is filled the newly joined employees. My job was to get all the required information from the form and input the entire datum in the central database. This database consists of all the personal details and job related information of an employee.

3. Making Interview Schedule:

HR department short lists the name of the candidates for different positions. After that they give their CVs and inform me the date and time of the interview. Then I make a Schedule in an Excel sheet. In this sheet I put different information about the interview and the interviewees. The format of the schedule list is given below:

The Daily Star Date: Time: Department: Position:						
Serial No.	Name	Contact No.	Name of the highest education	Name of the last worked organization	Total years of experience	Remarks
1						
2						
3						

After preparing this schedule, I print it and send a copy to an authorized person and keep a copy for me.

1. Call candidates for interview:

My next job after preparing interview schedule is to contact over the phone with all the candidates. After my conversation with the candidates, in the remark column I write down their status, such as, they are coming or not, whether they want to come on another day or time or whether they have any query. I also inform them about the location and time of the interview and ask them to bring different documents with them, like, CV, Academic certificates etc.

2. Call for confirmation and training:

When candidates are finally selected after the interview session, I call them to inform them that they are selected. I also ask them when are they ready to join the organization. If there is any training program I inform them and ask them to bring different document with them. For example: 3 passport size photos, Photocopy of National ID card, Academic certificates, Chairman Certificates, Clearance letter from the previous organization etc. These documents are mandatory to join the organization.

3. Make individual files for each new employee:

After getting all the required documents mentioned above, along with a copy of Appointment letter, Joining letter, Annexure copy, CV, Interview assessment form, Employee Information form- I staple them altogether for the purpose of keeping record about the employee.

4. Giving Employee Code:

Every employee has a unique employee ID/code. In The Daily Star, employees are divided into 3 different groups: Head Office Staff, Field Marketer and Factory Employee. These groups are coded as P (Head Office Staff), FM (Field Marketer) and FE (Factory Employee). I give codes to the “field marketers” by maintaining a serial. I also write these codes in every page of the employee files and in the database and in all other places where it is required.

4. Tracking the entire Recruitment Process:

I also track the entire recruitment and selection process. There is an Excel Sheet to track this, where there are 4 different tabs- 1. January, 2. February, 3. March and 4. April. I put down all the information about how many people had been/will be recruited in different months, how many people are short listed, what is the current status of the recruitment process of a certain position (for example: Candidates are called for interview or not, any unit send the requisition of the manpower or not, job advertisement posted yet or not, the Managing Director approved the requisition or not, Interview date, Candidate Joined after confirming the job or not etc.) If the status of a certain position says that interview held and selected any person, when the candidate joins the organization, I erase the status of that position and write down that the person has joined the organization on date. Like this one, I edit all the changes when they go to next step.

5. Other responsibilities:

My job is not limited to above mentioned responsibilities. I perform some other task. Such as:

- Making different lists.
- Updating the salary of newly joined employees in salary tracking database
- Assisting all the HR Managers and Executives according to their commands
- Co-ordination in taking interviews.
- Making comparative statement of candidates.

Group HR department of The Daily Star Khan comes with massive responsibilities. With all the important responsibilities Human Resource Department of the company has given me a chance to learn a lot. Every day there was a new thing to learn and new task to perform.

Chapter 5: Analysis and Findings

5.1 Questionnaire survey :

Questionnaire survey result given below:

Working experience				
	Frequency	Percent	Valid Percent	Cumulative Percent
Valid	0-5 Years	11	73.3	73.3
	5-10 Years	3	20.0	93.3
	More than 15 Years	1	6.7	100.0
	Total	15	100.0	100.0

Table 1: Showing figure employees working experience in this organization.

Short listing				
	Frequency	Percent	Valid Percent	Cumulative Percent
Valid	Yes	14	93.3	93.3
	No	1	6.7	100.0
	Total	15	100.0	100.0

Table 2: Showing figure resume short listing method.

Clear objectives				
	Frequency	Percent	Valid Percent	Cumulative Percent
Valid	Yes	13	86.7	86.7
	No	2	13.3	100.0
	Total	15	100.0	100.0

Table 3: Showing figure clear objectives of recruitment.

Prefers referred				
	Frequency	Percent	Valid Percent	Cumulative Percent
Valid	Yes	9	60.0	60.0
	No	6	40.0	100.0
	Total	15	100.0	100.0

Table 4: Showing figure prefers referred candidates in recruitment.

Affirmative action

	Frequency	Percent	Valid Percent	Cumulative Percent
Adequate	11	73.3	73.3	73.3
Valid Excellent	4	26.7	26.7	100.0
Total	15	100.0	100.0	

Table 5: Showing figure affirmative action in selection process.

Doing timeliness

	Frequency	Percent	Valid Percent	Cumulative Percent
Yes	11	73.3	73.3	73.3
Valid No	4	26.7	26.7	100.0
Total	15	100.0	100.0	

Table 6: Showing figure doing timeliness in recruitment and selection process.

Pool of quality

	Frequency	Percent	Valid Percent	Cumulative Percent
Yes	14	93.3	93.3	93.3
Valid No	1	6.7	6.7	100.0
Total	15	100.0	100.0	

Table 7: Showing figure pool of quality in applicants.

Finds good candidates

	Frequency	Percent	Valid Percent	Cumulative Percent
Poor	1	6.7	6.7	6.7
Adequate	9	60.0	60.0	66.7
Valid Excellent	5	33.3	33.3	100.0
Total	15	100.0	100.0	

Table 8: Showing figure HR finds good candidate.

HR performance

	Frequency	Percent	Valid Percent	Cumulative Percent
Adequate	6	40.0	40.0	40.0
Valid Excellent	9	60.0	60.0	100.0
Total	15	100.0	100.0	

Table 9: Showing figure HR performance.

Selection policy

	Frequency	Percent	Valid Percent	Cumulative Percent
Yes	14	93.3	93.3	93.3
Valid No	1	6.7	6.7	100.0
Total	15	100.0	100.0	

Table 10: Showing figure HRD efficient in selection policy.

Protected class

	Frequency	Percent	Valid Percent	Cumulative Percent
Yes	13	86.7	86.7	86.7
Valid No	2	13.3	13.3	100.0
Total	15	100.0	100.0	

Table 11: Showing figure HR maintain “protected class”.

Looks experienced

	Frequency	Percent	Valid Percent	Cumulative Percent
Yes	10	66.7	66.7	66.7
Valid No	5	33.3	33.3	100.0
Total	15	100.0	100.0	

Table 12: Showing figure organization looks for experienced employees.

Important quality

	Frequency	Percent	Valid Percent	Cumulative Percent
Knowledge	2	13.3	13.3	13.3
Team Work	1	6.7	6.7	20.0
Valid Ability	12	80.0	80.0	100.0
All of the Above	15	100.0	100.0	
Total				

Table 13: Showing figure important quality of employees.**Interview**

	Frequency	Percent	Valid Percent	Cumulative Percent
Yes	14	93.3	93.3	93.3
Valid No	1	6.7	6.7	100.0
Total	15	100.0	100.0	

Table 14: Showing figure methods of interview.**Pay order**

	Frequency	Percent	Valid Percent	Cumulative Percent
Valid No	15	100.0	100.0	100.0

Table 15: Showing figure organization prefer pay order

5.2 Major findings of the study:

In my internship at The Daily Star, I observed and found different issues. These are:

- # The resume screening and short listing method used by the organization satisfactory. Because 14 respondents told yes and 1 told no.
- # The Daily Star clearly define the position objectives, requirements and candidate specifications in the recruitment process. Because more than 13 respondents asked yes.
- # The organization prefers referred candidates. 9 respondents told yes and 6 respondents said no.
- # The organizations affirmative action needs clarified and supported in the selection process, where 11 respondents said adequate and other 4 respondents told excellent.
- # The organization doing timeliness recruitment and Selection process, where 11 respondents told yes and 4 respondents told no.
- # The HR provide an adequate pool of quality applicant, where 14 respondents told yes.
- # The HR finds good candidates from non-traditional sources when necessary, where 1 respondent told poor , 9 respondents told adequate and 5 respondents told excellent.
- # The HR department's performance in recruitment and selection, where 6 respondents told adequate and 9 respondents told excellent.
- # The HR Department efficient in Selection Policy of the employees, where 14 respondents told yes.
- # The HR Department efficient in Selection Policy of the employees, where 13 respondents told yes.
- # The Daily Star looks for experienced employees in selection Process, where 10 respondents told yes and 5 respondent told no.
- # The most important quality the organization looks for in a candidate, where 2 respondents told knowledge and 1 respondent told team work and 12 respondents told all of the above.
- # The Daily Star is using satisfactory methods of interview, where 14 respondents told yes and 1 respondent told no.
- # The organization prefer applicants to submit Pay order, where all the respondents told no.
- # Editor is the sole authority approve finally for any business or functional decision. HR Division starts all their functioning as per policy.
- # They do not publish recruitment advertisement on own website.
- # Most of the time they do not check references and originality of certificates.

- ✦ The company always tries to maintain good working environment, health & safety procedure.
- ✦ They cannot make sure that all the code of conduct is followed by the employees because of department head recruit employees.
- ✦ They are modifying their HR Policy, so they have to go through changes almost every day.
- ✦ In The Daily Star the resignation rate is low. At the time of my internship period, I saw 7 employees left their job within 4 months.

Chapter 6 : Recommendations and Conclusion

6.1 Recommendations for improvement:

After completing internship program, I have come up with some recommendation.

These are the following:

- ✚ HR Division can introduce online requisition system. As a result, HR division will get requisition form immediately and it will make faster its process.
- ✚ HR Division can post their Job advertisement on the company's website.
- ✚ HR Division needs enough space to maintain CV bank. It will help employees to find resumes easily.
- ✚ In written, viva or practical exam, there cannot be any unfairness. Otherwise The Daily Star will lose appropriate candidates.
- ✚ HR division can also communicate with failed candidates. At least, they can send an email on applicants' account.
- ✚ HR division can send a message/e-mail to inform the candidates about interview date, time and location.
- ✚ There is no training for the new internee in The Daily Star. But if they provide any training program for internees then it will be easier for them to adjust new environment.
- ✚ HR division might also more focus on management assessment centers in its selection process. It will help them to judge applicants according to perform realistic job.
- ✚ The Daily Star can start training its managers on better interviewing.
- ✚ Salary structure might more competitive to attract better manpower.
- ✚ HR department can participate in different job fair/Campus Job fair to get talented fresher.

HR department should undertake a background investigation of applicants who appear to offer potential as employees. They should verify an individual legal status to previous work through checking credit reference, criminal records and so on.

6.2: Conclusion:

Recruitment and selection process is one of the major tasks for Human Resource Department of any company because success of a company lies in good/right employees. The HR department makes sure that they hire the right person to the right position through the recruitment and selection process.

Recruitment and selection allows an organization to assess the vacancy and choose the best personnel who will lead the organization in future. So the organization should give more emphasize on selecting a person. A person who can carry forwarded the organization in terms of development, values and ethics. Mainly the precious resource for any organization is their knowledge based efficient workers. The organizations should more cautious on this issue to ensure the quality and ethics.

The study “Recruitment and Selection Procedure of The Daily Star” under HR revealed that employees are the most valuable resources for the progress of the organization. For the development of these valuable resources there are many factors involved. The analysis of the report shows some positive practices and negative practices which are need to improve for conducting the employees successfully. To increase the productivity of an organization effective & dynamic recruitment and selection procedure is essential. The Daily Star practices a progressive recruitment and selection procedures. As an intern, I have experienced and learned a lot about different aspect of Human Resource Management, as well as the practical recruitment process of the company.

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Appendix

Survey on recruitment and selection process of the daily star :

Name:

Age:

Department:

Gender:

Q1. Since how many years have you been working with this organization?

- a. 0-5 Years
- b. 5-10 Years
- c. 10 to 15 Years
- d. More than 15 Years

Q2. Is the Resume screening and short listing method used by the organization satisfactory?

- a. Yes
- b. No

Q3. Does the organization clearly define the position objectives, requirements and candidate specifications in the recruitment process?

- a. Yes
- b. No

Q4. Do you think organization prefers referred candidates?

- a. Yes
- b. No

Q5. How well are the organizations affirmative action needs clarified and supported in the selection process?

- a. Poor
- b. Adequate
- c. Excellent

Q6. Is the organization doing timeliness recruitment and Selection process?

- a. Yes
- b. No

Q7. Does HR provide an adequate pool of quality applicants?

- a. Yes
- b. No

Q8. Rate how well HR finds good candidates from non-traditional sources when Necessary?

- a. Poor
- b. Adequate
- c. Excellent

Q9. How would you rate the HR department's performance in recruitment and selection?

- a. Poor
- b. Adequate
- c. Excellent

Q10. Is the HR Department efficient in Selection Policy of the employees?

- a. Yes
- b. No

Q11. Does the HR maintain an adequate pool of quality "protected class" applicants?

- a. Yes
- b. No

Q12. Do you think organization looks for experienced employees in selection Process?

- a. Yes
- b. No

Q13. Which is the most important quality the organization looks for in a candidate?

- a. Knowledge
- b. Past Experience
- c. Optimistic Nature
- d. Discipline
- e. Team Work Ability
- f. All of the above

Q14. Do you think organization is using satisfactory methods of interview?

- a. Yes
- b. No

Q15. Does your organization prefer applicants to submit Pay order?

- a. Yes
- b. No

Service Requisition Form

The Daily Star
64-65, Kazi Nazrul Islam Avenue
Dhaka-1215

Service Requisition Form

Date: _____

Requesting Department/Unit: _____

Title and Grade of Requested Position: _____

Contact Person (for query): _____

Position: _____

Telephone: _____

E-mail: _____

Details for Required Service

Justification/Reason why the Job is Required? _____

Signature: _____

Name : _____

Category of Position: Regular Temporary New Replacement

If the position is Temporary, please mention the duration: _____

Job Description Attached? Yes No

Is this position under budget? Yes No

Is this position in approved Org Chart? Yes No

Date: _____

Clearance: _____	Approved: _____
GM, Finance, HR & Admin	Editor & Publisher
Date: _____	Date: _____

Job Description

JOB DESCRIPTION

Name:

Job Title:

Report To _____ Department:

Main Responsibilities:

- 01.
- 02.
- 03.
- 04.
- 05.

Name

Web Editor - Content

Deputy Editor -Online

Date: _____

Date: _____

Date: _____

HRD&M

Editor & Publisher

Date: _____

Date: _____

HRD&M Interview Form

The Daily Star

64-65 Kazi Nazrul Islam Avenue, Dhaka -1215

Date: _____

HRD&M INTERVIEW DETAILS

NAME OF APPLICANT: _____
POSITION TITLE: _____
DEPT/DIVISION: _____

GENERAL INFO ON SELECTED CANDIDATE

DATE OF APPLICATION: _____
CURRENT EMPLOYER: _____
SUPERVISOR : _____ DESIGNATION: _____
SUPERVISOR'S CELL NO: _____
CURRENT JOB TITLE: _____ SALARY: _____
OTHER BENEFITS: _____

REASON FOR SWITCH OVER: _____
EXPECTED SALARY: _____
NOTICE PERIOD: _____
ACCOUNT IN SCB: Yes No Account No: _____

REFERENCE (S): 1) _____ 2) _____

REMARKS: _____

OFFERED SALARY & BENEFITS

OFFERED SALARY: _____
OFFERED BENEFITS: _____
ENTRY ON DUTY: _____

HEAD OF HR