BUS 401

SPRING 2019, INTERNSHIP REPORT

On

"Challenges of Young Talent Acquisition from Job Market"

Submitted to:

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Major: Human Resource Management

Minor : Finance

BRAC Business School

Date of submission:

8th May, 2019

"Challenges of Young Talent Acquisition from Job Market"

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Letter of Transmittal

8th May, 2019

Zaheed Husein Mohammad Al-din

Senior lecturer, BRAC Business School

BRAC University

Subject: Submission of internship report for completion of BUS 401 course.

Dear Sir,

This letter is regarding the successful completion of my internship report as a mandatory requirement for internship (BUS-401 course) segment of my Bachelors of Business Administration Degree. The topic of the report is "Challenges of Young Talent Acquisition from the Market"

I have been doing my internship in an international standard, premium co-shared serviced office, Locus. I fulfilled my role in this organization as a Business Administration Intern. This report represents the challenges of young talent acquisition in Bangladesh. Through this report, I had attempted to assess the recruitment and selection process of LOCUS"s IT department. To prevent any bias, I had personally visited different Universities and Training institutions to find expertise candidates. I was able to successfully reach BRACU, BGTTC, UIU and MAWTS. I attempted to exert my utmost effort to gather different knowledge from various sources as much as possible within this limited period of internship.

I would like to thank you for your polite supervision and co-operation towards me. Thank you for consistently assisting me throughout my internship period to compete my Bachelor degree. This internship program has given me the opportunity to explore the practical situation in business sector. Moreover, I got the opportunity to join in the latest and unique areas of business, co-shared serviced office in the context of a developing nation as Bangladesh.

It was an extremely wonderful experience to work at LOCUS. This organization gave me the opportunity to understand and learn corporate culture, exclusive technologies and specially the co-shared serviced sector idea in business world. I strongly believe that this will help me to build my strong professional career in future. Through this internship program I get the chance to address my weakness and strengths and try to improve my conditions. I had also learnt how the organization overcome several challenges and how develop their conditions within the corporate world.

I hope and believe this report will meet your expectations. Please feel free to contact me any time for further queries or any type of clarifications. I will be pleased to provide you any kind of related elucidation regarding this report.

Thank you

Sincerely,

Sharmin Akter Chadni

ID: 15304126

01959262307

BRAC Business School

Letter of Endorsement

The internship report titled, "Challenges of Young Talent Acquisition from Job Market" has been submitted in partial fulfilment of the Bachelor of Business Administration (BBA) degree, Major in Human Resource Management and Minor in Finance, BRAC Business School by Sharmin Akter Chadni, ID: 15304126. This report has been accepted and may be presented to the Internship Defense committee for evaluation. (Any opinions, suggestions made in this are entirely that of the author of the report. BRAC University does not condone nor reject any of these opinions or suggestions.)

Zaheed Husein Mohammad Al-Din

Internship Supervisor

Acknowledgement

Firstly, I would like to begin my acknowledgement by thanking BRAC Business School for providing me the opportunity to implement knowledge and skills and knowledge that I had required over my Undergraduate program at BRAC University. Through this internship program I received a learning opportunity within a corporate setting.

Next I would like to thank my honorable faculty supervisor, Zaheed Husein Mohammad Al-Din for assisting me with all my queries throughout the whole internship period.

Then I want to extend my gratitude to the organization, LOCUS and the organizational supervisor of my internship program Mr. Abir Mallick, the founder of LOCUS. I would like to thank him for the continuous support and motivation throughout my internship period. Mr. Mallick and the entire LOCUS team helped me a lot to adjust in a corporate setting.

Finally I would like to thank the other organizations and the various personnel all of whom had helped me conduct my report. In particular, I would like express my appreciation to Sarfia Khondoker for her co-operation during the completion of my internship program.

Executive summary

I have been assigned to make a report on "Challenges of Young Talent Acquisition from Job Market" based on the recruitment and selection process of LOCUS and get the chance to find out the problems faced by employers when they want to recruit proper candidate in proper place and the fresh graduates who don"t get their desire job after completing their graduation program.

I will start this report with a general Introduction of the company. After that I continue writing my report by giving focus on the "Challenges of Young Talent Acquisition from Job Market" describing the different steps of recruitment and selection process of Junior IT Officer of LOCUS. Talent acquisition is the accompanying profession which refers to the job and process of sourcing, attracting, interviewing, and recruiting to an organization. But now a day this young talent acquisition process is getting too much challenging to the employers and on the other hand the young graduates don"t get their desired job. So my target is to find out the reasons which make the young talent acquisition challenging from different perspectives. The first part covered about how the recruitment process starts. After getting the approval or confirmation from the CEO, advertisement is given on different media through career websites and I have visited some organizations and educational institutions for collecting information from the employers, career development officer of the Universities and from the students.

I got the chance to help my supervisor in following steps like making job description, collecting CVs and sorting it out, arranging oral and written interviews, and taking one or more interviews, decision making, call for final interview and selecting for the position.

In this report, some other important topics related to HR activities are also highlighted such as environment within the organization and accommodation of a pull of candidates, financial condition and marketing process of a serviced office.

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Body of the Report

Organizational Overview:

Starting a new business is really huge undertaking that will almost require a large investment. Without any doubt an office will be ones first port of call when you get started and finding a good starting capital is never easy. When idea comes to establish a workspace for small businesses, the serviced office or co-working virtual office has become popular choice.

LOCUS is premium grade, international standard serviced office which is located in Banani 11. LOCUS is also known as managed office and virtual office, located in Dhaka with premium international standard facilities. Locus serving as one-stop business solution to all of your business needs and aim to make your workplace pleasant. The office facilities include meeting room with videoconferencing, executive room, open space, managers room, high standing desk, hot desks, huddle rooms, pantry and huddle rooms with top quality electronic equipment.
Services are offered hourly, weekly monthly and yearly contract basis based on clients" requirements.

This organization has been operating its business since November 2016. The name „LOCUS" selected to represent the shared aspect of co-working service office concept according to the idea of the founder Mr. Abir Mallick. This company operates and target the niche market and currently doing a mature start-up with a small team. Within the organization each and every staffs are trained to handle responsibilities from multiple purpose of works. The organization follows the principle of „Customer always comes first „which is really rare to be seen in Bangladesh. This organization is ready furnished with internet connection, large TV screen with videoconferencing facility, laptops, friendly staffs and a convenient self-service pantry with dedicated service staff available all throughout the operational hours for the comfort and flexibility of the clients.

Profile of the Organization:

Name	LOCUS serviced Office
Date of Inauguration of operation	23th November, 2016
Registered office	Tower 52, Level -6, Road 11, Block C, Banani, Dhaka-1213
Name of the Founder	Abir Mallick
Product and services	Serviced office, virtual office, co-shared office
Brands	Locus, Creative Wings, Cool BD
E-mail	Info@locusbd.com
Website	www.locusbd.com
Legal status	Sole trader
Company Logo	WHERE BUSINESS HAPPENS

Company Vision:

The ultimate vision of LOCUS is „Let your unique ideas flow in an open and stress-free setting at LOCUS"

Company Mission and Objectives:

- ❖ providing the best in class facilities
- ❖ keeping your comfort and flexibility in mind
- ❖ Providing personal computers, laptops, projectors, webcams and conference speakers on rental basis.
- ❖ Geared up to handle your business needs whether you want to work at peace
- ❖ exclusively furnished the facilities with features
- ❖ Premium flexible office with advanced foreign technology and equipment
- ❖ providing clam working environment with friendly staff members
- ❖ convenient self-service pantry

My job responsibilities at LOCUS:

I have worked as an intern at LOCUS from 1st January 2019. The internship program has provided me tremendous opportunities and scope to get huge amount of practical knowledge and learn and think deeply about corporate culture. I have learnt regular work and learn how to deal with the challenges of recruitment and selection of candidates. In my internship period, I learned how to make a job description and job circular, and then published it on different media. After that I checked out the CV"s and make a shortlist of candidates, called them for participating interview sessions and luckily got the chance to sit in the interview board with my respected supervisors. I also do some marketing related works throughout my internship period by visiting different 3 star hotels, buying houses and financial organizations and let them inform about our services.

Job Description and Responsibilities at LOCUS:

- ❖ Follow the overall operating procedure of Human Resource management
- ❖ Making job circular and posted it on different media
- ❖ Collecting CV and making shortlist of the candidates
- ❖ Mailed the candidates for participating interview session
- ❖ Making questionnaires, taking written test and checking answer scripts
- ❖ Got the chance to sit in the interview board with my respectable supervisors
- ❖ Finally help my supervisor to take final decision to choose the perfect candidate
- ❖ Visiting other serviced office to collect information about how they operate their business and so on
- ❖ Learn how to keep records of employee
- ❖ Visited different hotels, financial institutions and buying houses to give information about our services and let them know about out meeting room facilities

Chapter 1 – Introduction of the Report

Every company in each and every industry has to be very careful with their strategies in the business world and takes different strategies to survive in this dynamic world. Most of the companies are now following different types of HRIS to make their business more effective and efficient and to get competitive advantages over their competitors. This report is actually made to represent the Challenges of young Talent Acquisition from The market based on the recruitment and selection process followed by LOCUS. I have focused on the current challenges of talent acquisition faced by different organizations and the current HR practices what LOCUS is performing in their recruiting process to select expertise employees and make their selected employees more productive.

1.1. Rationale of the study:

This report analyses the emerging challenges of Talent acquisition from the Job market these days faced by different organization and by the employers.

1.2. Statement of the Study:

How can the Organizations get proper candidate for the proper place and how can the educational institutions help the organizations by producing expertise candidate.

1.3. Scope and delimitation of the study:

Internship program is the mandatory requirement for the completion of Graduation program for the BBA students of BRAC University. The main purpose of the Internship program is giving chance to the fresh graduate students exposed to the corporate world. Through the internship program an intern can get the chance to translate the theoretical knowledge into real life experience. It"s like a glimpse of real corporate job. There is some real purpose of the internship program. Such as:

- ➢ Scope of getting practical knowledge about the job responsibility
- ➢ Opportunity to operate with industry experts
- ➢ Experience the real corporate job
- ➢ Chance to translate theoretical concepts into real life experience
- ➢ Opportunity to acquire professional skills

This report is actually the result of three months long internship program conducted in LOCUS and it is the mandatory requirement for the completion of my BBA program. This report also includes information on the products and services of LOCUS and the overview of the organization including the facilities they provide to their employees and clients.

1.4. Objective of the report:

Based on some objectives I have prepared this report. There I discussed two objectives.

1.4.1. Broad Objectives:

- ❖ To get practical about what I have studied during BBA program.
- ❖ To make familiar with the co-sharing serviced office concept
- ❖ To get overall idea about different management terms and strategies like recruitment and selection and different challenges faced by the employers and the candidates.

1.4.2. Specific Objectives:

- ❖ To know the policies followed by a serviced office.
- ❖ Introduce with the plans and procedures of an organization.
- ❖ To be familiar with the corporate world.
- ❖ To gather comprehensive practical knowledge about running an organization.
- ❖ Critically analyses the functions of human resource Management.
- ❖ To fulfil the basic requirement of BBA program.

1.5.   Research Questions:

- ➢ Does the Educational Institutions provide an adequate pool of quality applicants?
- ➢ Do you think the internal issues can affect / effect the selection and hiring process of the Organization?
- ➢ Do you think the organization always looks for experienced candidates in selection process?
- ➢ Which is the most important quality the organization looks for in a candidate?
- ➢ Is resume screening and shortlisting method used by the organization is satisfactory?
- ➢ Do you think the Educational Institution focus more on theoretical knowledge rather than practical knowledge?
- ➢ Do you think the organization always looks for experienced candidates in selection process?
- ➢ Do you think the internal issues can affect the selection and hiring process of the Organization?

Chapter 2 – Review of Related Literature:

In a research paper from Researchgate called, "The perceived fairness of selection systems: an Organizational justice Perspective", Gilliland,S.W. & Chan, D.(2002) analyses the Recruitment and selection process of different organizations and the applicant perspectives and outcomes. They also discuss about the justice in organizations and the applicants attribution- reaction theory. The results from the research revealed that respondents prefer fairness in selection process and they want the employees understand racial difference in cognitive ability tests in selection process and the integration of stereotype threat and applicant reactions research. Moreover, respondents showed great enthusiasm for selection fairness information in every organization and trained and produce proper candidate for participating the talent acquisition programme. Another article I followed was „Recruitment and selection: Applicant perspectives and outcomes" where they describe an overview of recent research and suggestions for the future. Furthermore, there is a lack of transparency in the selection and recruitment process of each organization and all of us need to be fair to select proper candidate and cooperate them to train them properly.

Chapter 3 – Methodology of the Study:

To prepare the report data sources are needed to be identified and collected, classified, analyzed and then interpreted in a systematic manner. The overall process of methodology is mentioned in the following page in a form that has been followed in the report.

3.1 Data and Study Areas:

The data and study areas were selected after an online search through the website. Even I collected most of the information from practical works of mine. I took several interviews, prepare interview questions. So I collected information from the candidates about the challenges for what they cannot get their desire job and from the organization in which I worked as an intern that why they cannot get the proper candidate for proper position.

3.2. Data Collection Methods:

Interviews, questionnaires, observations and other records of the organization were used to research where possible. Personal interviews were conducted and different interviews were taken with the help of my internship supervisors Mr. Abir Mallick and Sharfia Khondokar.

The interview questions were open ended and survey questionnaire were designed to prevent monotony for the respondents of the survey. In the survey questionnaire I put several close ended and some close ended questions so that the respondents would find it easier to answer with interest and less time to be consumed. The reason for this was so that, we could get accurate answers and conduct the research well. The interview questions were designed with various research instruments to prevent monotony for the respondents.

3.3. Selection of the topic:
The topic of the report is assigned by my internship supervisor. Before assigning the topic over me it was discussed with me and gives me the proper instructions to prepare the report.

3.4. Identifying data sources:

Both primary and secondary data sources are essential and identified properly which will be needed to complete and work over my internship period. My report requires different types of data which I collected from different sources.

Primary Source	Secondary source
❖ Face to face conversation with the employers, students and with the career development officer of different organizational institutions. ❖ Practical desk work ❖ Over phone calls ❖ Taking interviews of candidates applied for the post Junior IT Officer, Junior Architect and Service Staff applied for job.	❖ Website of LOCUS ❖ Different manuals and files of LOCUS ❖ Different reports and articles related to talent acquisition ❖ Online resources

❖ Collection of data: Primary data are collected from employers, fresh graduates and from the career development officers of different educational institutions by using face to face conversation technique and using interviewing technique.

❖ Findings of the study: There are some key findings which are pointed out there and few recommendations are also made for4 the improvement of the current situation.

❖ Final report preparation: Based on the suggestions and directions of my honorable faculty advisor. Some corrections were made to present the paper in this form.

Chapter 4 – Analysis and Interpretation of the data

4.1 Survey:

Firstly the results from the survey conducted had been entered into Google Forms (Link:https://docs.google.com/forms/d/1t4svd5cVKJIa_CMe4U75vjIMaNOKSiu1BjG0ubx97Hs/edit and https://docs.google.com/forms/d/1ck1EkFKH-l8v4HLzKEZHNraV5XKXRUfQTjjh_Rm7wvA/edit for the ease of visual representation of the responses. The visual representations of the responses had allowed me to get an exact conclusion. 10 to 11 questions were asked in the survey to the students and employees from different Universities and organizations that included BRACU, NSU, UIU, Daffodil and South East University. The survey was used to analyze the recent challenges of getting proper candidates from the employees" perspective and the challenges of getting job from candidates" perspective. Analysis and findings from each of these criteria are showing below:

## 4.1.1. Fresh Graduates Perspective Survey:

What is your age?
17 responses

- 18 - 25
- 26 - 30
- 31 - 35
- 36 - 40

23.5%
29.4%
41.2%
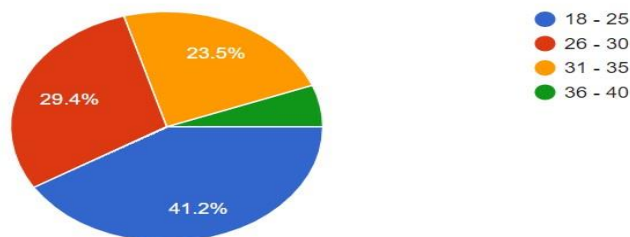
Most of the responses come from the age range 18 to 25 years. Because most of them are fresh young graduates. Some of them are preparing to enter into the challenging job market and some of them are entered into the job market and facing the new environment.

Rate the effectiveness of the interviewing process and other selection instruments followed by most of the companies in Bangladesh.(own perspective)
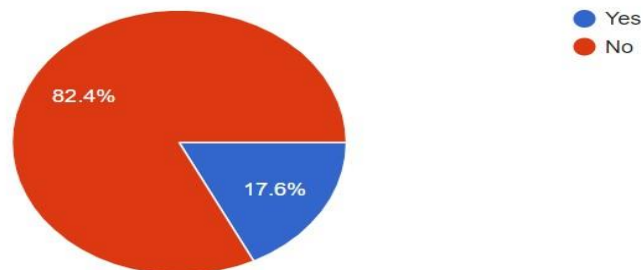
17 responses

- Poor
- Adequate
- Excellent

41.2% 17.6% 41.2%
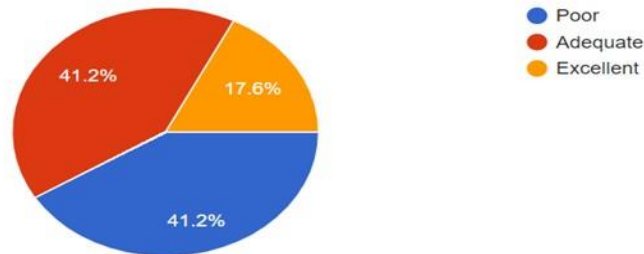
There is an equal response about the effectiveness on interviewing and selection procedures of different companies. Most of the candidates think that the job offering companies are biased and they choose their known candidates for any important position.

**Are you confident to get a job instantly after completing your graduation?**

17 responses

- Yes
- No

82.4% 17.6%

Specialists think that recently young graduates are not punctual and self-motivation level of searching and preparing themselves for getting a job is dissatisfying.82.4% responses come as negative. The fresh graduates are not confident enough to get a job after completing their study because they didn't take preparation to enter into the corporate world. Only a few are serious about their future career building.

## How much preparation do you have to sit for an interview?

17 responses

- Poor
- Adequate
- Excellent

41.2%

52.9%
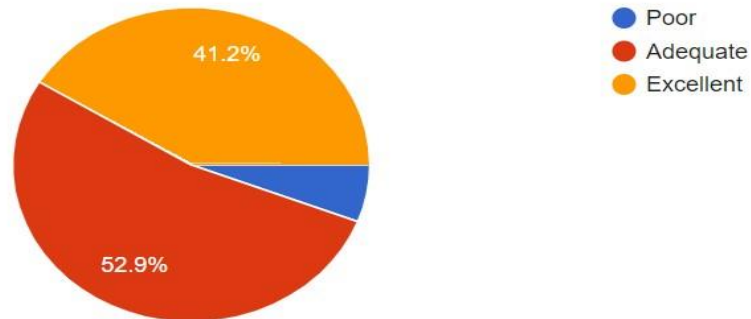
Most of the final year young graduates and the job candidates replied after facing this question is that they have proper initiative and adequate preparation for facing an interview, whatever about their preparation about facing the interview or participate on a competition.

Do you like the selection policy used by various companies?

17 responses

- Yes
- No

76.5%

23.5%
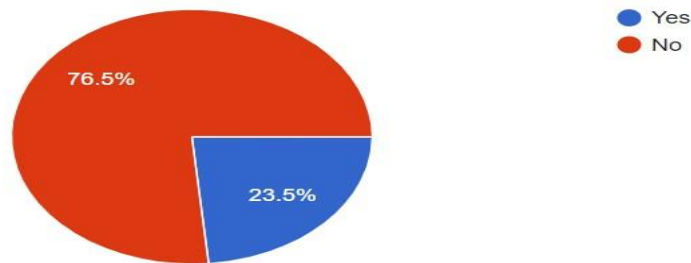
There is a huge difference between the responses. A huge percentage of fresh graduates think that the selection policy followed by different companies is biased and they only choose their known candidates.

## Do you think the Educational Institution focus more on theoretical knowledge rather than practical knowledge?

17 responses

Yes 41.2%
No 58.8%
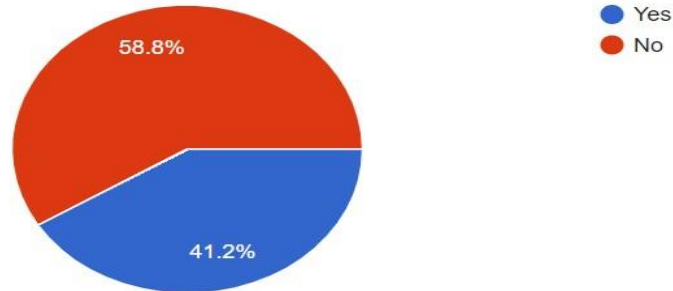
It is bitter truth that maximum educational institutions focus more on bookish and theoretical result of the students. They are less concern about extracurricular activities of the students and give lower motivation to them to participate on different workshop and competition to increase their participation on different sectors rather than memorizing their educational tasks.

Do you think the internal issues can affect the selection and hiring process of the Organization?
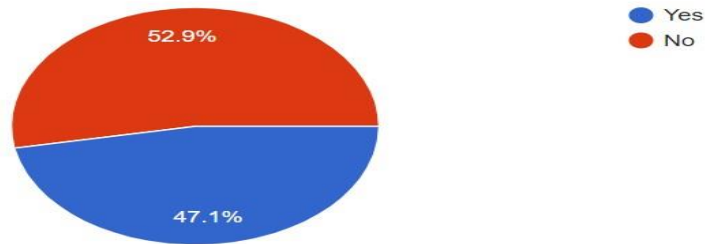
17 responses

Yes 64.7%
No 35.3%
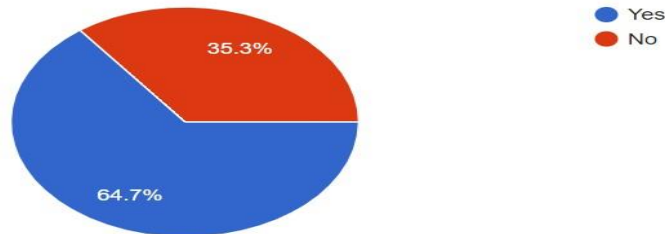
Not all of the companies searching for experienced employees, some of them searching for new and fresh energetic candidates who can bring new ideas and technological changes in their companies.

Do you think most of the organization always looks for experienced candidates in selection process?

17 responses

- ● Yes
- ● No

52.9%

47.1%

From Bangladesh's concept some of the important company or organizational issues can affect the selection and hiring process of the organization. Internal relationship, security issues, legal and secret matters can also be the important reasons behind selection and recruiting process of the company.

4.1.2. Employer's Perspective Survey:

What is your profession?

15 responses

- ● Businessman
- ● Service holder
- ● Employee at Multinational
- ● Director
- ● Legal Professional
- ● Lawyer
- ● Non profit research institutions

33.3%   13.3%

40%
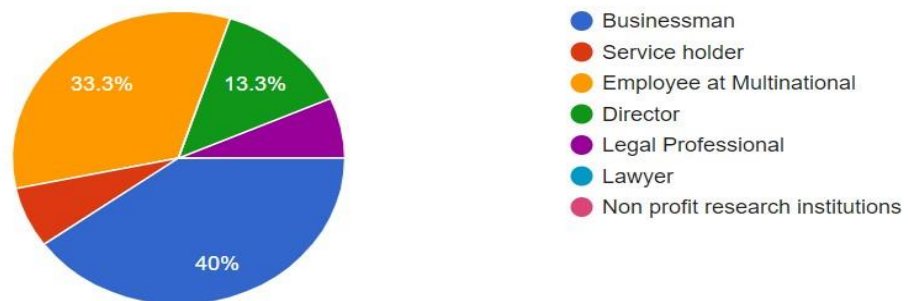
The maximum portion from employer's survey done by Google form comes from Businessman and employer at Multinational companies.

Do you think the organization needs to define the position objective clearly to find out actual candidates?

16 responses

It is very important to mention the position objective on the job description for grab the attention of potential candidates. I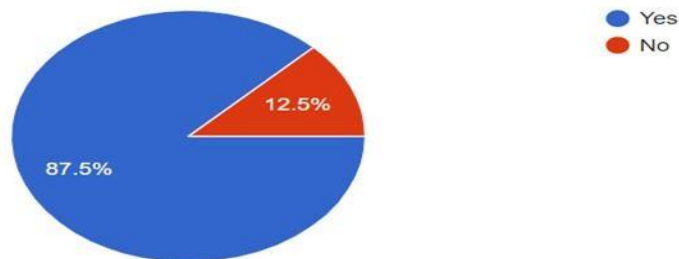f there is a lacking on the job description about the important role of the job it can hamper the attention of many potential active candidates.

Does the Educational Institutions provide an adequate pool of quality applicants?

16 responses
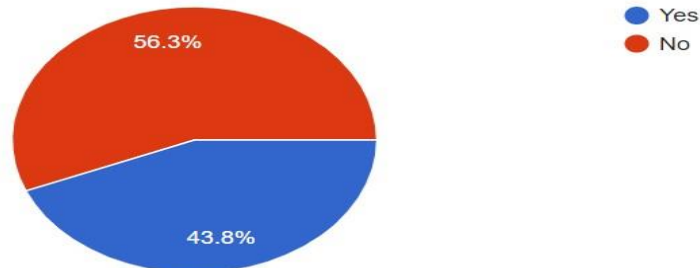
Many of the reputed educational institution mainly focus on theoretical knowledge of the students they don't focus more on their participation on various extracurricular activities. So they can produce a lot of students with good CGPA without having any knowledge on other extracurricular activities.

What do you think about the current job market?

7 responses

Disaster.

it is so competitive to get a job for the freshers.

it is really tough to get a job in the recent job market

challenging enough to get a job after having a lot of expertise knowledge about the position.

From my perspective, practical knowledge can help to get a job.

need to be focus oriented and try to reach the target to get the job because the recent job market is so challenging.

there is a lot of internal issues which have impact on getting a good jobs

Do you think the criteria for shortlisting of candidates used by all of the organization is satisfactory?

16 responses

- Yes
- No

75%

25%
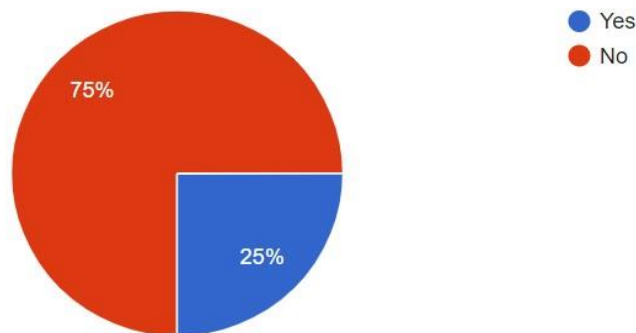
The criteria for shortlisting of candidates for an important role of an organization is not that much satisfactory in Bangladesh. Because most of the organization do not follow a proper procedure to make a job description and selecting candidates for playing important duties for decision making of the company.

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

16 responses

- Optimistic nature
- Previous experience
- Knowledge
- Discipline
- Team work ability

18.8%
18.8%
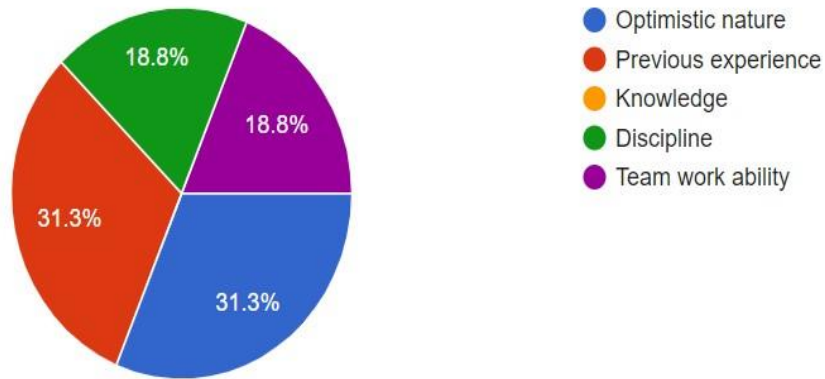31.3%
31.3%

Most of the organization wants optimistic and disciplined employees and some of them want employees who have previous knowledge and experience on the same working field. Team working ability is also important quality some organization looks for in a candidate.

4.2 Analysis employer's perspectives of different organizations:

Talent acquisition has been around for a long time, in every organization, but it is constantly evolving practice. As organizations rethink about their current recruitment strategies only because they look to align talent acquisition with their business outcomes. There are some pain points which represent a shift towards empowering recruiters with better data and tools to maximize their flexibilities and effectiveness. It is really very challenging for the employers for getting proper candidate from the job market.

Young talent acquisition is getting very challenging day by day. There is a lack of proper candidate and also shortage of effective workstation for the fresh graduates or who are fresh in job market. This talent acquisition is getting more challenging for some exact reasons like continuously

changing job market, emergence of technology, forecasting difficulties, lack of manpower, effective branding problem of different organizations, poorly written Job descriptions which cannot attract the young candidates, relationship with training manager, lack of quality candidates, diversity.

There are so many factors that go into why employers face problems when recruiting for an organization but one of the biggest is not having job posting and sourcing tools. Some of the major problems are discussing below:

➢ In these days the final year students and the fresh graduate students have the lacking of risk taking motivation. After entering on a new job when they are offering by a pool of interesting or technologic tasks, they are most of the time take those work as burden and only focus on the salary in lieu of learning something new. The motivation level of the graduates is too short to give them the responsibilities of doing the job properly.

➢ Secondly the employers state that most of the fresh graduates or the newly involved employees have a very little knowledge about the usages of technological instruments when there is an emergence of technical or technological support for the organization. They describes that the educational institutions do not take initiatives to teach or prepare their students in a proper way because they only focus how to make money or profit rather than train their students in a proper way to meet the technological challenges the y will going to face in their future job career.

➢ They also mentioned about some major quality the organization looks for in a candidate such as optimistic nature who can take challenges to make the work done. Basically the optimistic young people are more effective for the company because they are more enthusiastic to do their duty.

- Another issue the employers mostly complain about most of the educational institutions failed to provide an adequate pool of quality applicants.

- Sourcing with a shortage of key skills and increasing competition in a global market, uncovering qualified talent is a daunting challenge. Organization is looking to gain a competitive advantages can no longer afford an approach for sourcing. For this reason, they are reexamining existing methods in order to broader their reach and improve efficiencies. Innovation in sourcing technology can help them to drive this change.

- Background Screening is a critical component of any talent acquisition strategy. Organizations will lose quality talent and become vulnerable to risk and compliance issues without a standard and efficient approach to compile and authenticate candidate information. Human Resource Manager or HR Leaders need to think more strategically about background screening particularly around their technological investments in this highly competitive market

- Recruitment process outsourcing helps the companies create greater efficiencies, reduce costs and improve processes during both a strong and weak economy to hire effective candidates.

- Creating and efficient recruiting process is also a big challenge for the company has to face during recruiting and selecting candidate for an exact position. Hiring teams need to communicate fast and evaluate candidates easily. Even they also know what is going on every step of the way.

So these are the main challenges a company faced when they want to recruit employee for a specific role. One research found that, 89% of employers believe that the candidates always run after money. They always search for higher salary rather than being expertise.

4.3. Analysis student's perspectives:

Till the last para I wrote about employee's perspective on talent acquisition but now I want to discuss about the challenges which the young fresh graduates faces after completing their study. Most of the young graduates don't get their desire job after completing their graduation program as their motivation level is so poor and they don't have enough courage to take risk for getting a job. The young generation is not conscious about their preparation and experiences, they only hope for higher salary at the very beginning of their career. The reasons bare discussing below in details:

➢ The fresh graduates have less motivation to enter into job with a lower salary. They think that there are more offer they will find in future with high salary. They don"t bother about their experience to achieve.

➢ Some of the final year students said that they don't even get time to apply for a job for study pressure or for the pressure from university whether they waste their time on gossiping with others and using social media.

➢ Some of them afraid and think that they are not valued for getting a good job. Lack of self-confidence is one of the big issues here to make them lazy and build them as an undervalued candidate in the job market to compete with others.

➢ A student from of South East University, Riajul Jannat Sawrov said that their University doesn't give proper effort and guidance to them to sit and face for an interview.

➢ Sanjeda Sultana from BRAC University thinks that most of the educational institutions have few links or connections with job offering organizations.

➢ Lack of training session is another big issue to them because they don"t want to attend training session because of busy study schedule which have negative impact on getting a good job or attend an interview session.

➢ One of the student from North south University replied after asking "How much initiative did you take to get a job after completing your graduation?" that she did not take any initiative yet because of my busy study schedule.

So these are the actual situation why the young graduates don't get their desired job after being graduated because they only achieve their educational   certificates not having any extra ordinary working skill and knowledge about job culture. Maximum amount of candidates didn't participate any seminars or career counseling program to follow the provided rules and instructions imposed by different companies.

4.4. Analysis the reaction of educational institutions:

I talked with some of the officers from Office of Career Services and Alumni Relations, BRAC University about why the young talents don"t get their desired job after completing their graduation program. They replied that BRAC University arranged Career counseling program and they follow up the final year students by arranging Professional Skill Development Program (PSDP) which help the students to enter into job sector because they linked up different reputed organizations to arrange seminars and workshops on the University premises and trained the final year students how to enter into the job market and how to survive there. They also said that there are so many inactive students who are not that much careful about their future career and most of them are not punctual so they make the PSDP session mandatory for all final year students to attend. On the platform of PSDP there are various job circular for the students and based on their own experiences and category they can apply for the job. Regular follow up session make the students more connected to think about their future career.

4.5 Interview:

A total of several questions were asked during the interview that was conducted with some of the major role playing employers of several companies. The interview was conducted to develop a understanding of how the employers select proper candidates and what challenges they are facing during the young talent acquisition program. Analysis and findings from each of these criteria are shown below:

Question(in brief)	LOCUS	Saren Bangladesh	Energy Pac
Name and designation of the person interview	Mr. Abir Mallick (Founder)	Md. Subail Ahmed (Country Manager)	A.S.M. Rezaul Karim (Procurement Manager)
What types of problem do you face during the interview session?	A very few candidates apply and participate to the interview session	Lack of qualified candidate apply	Number of enthusiastic candidates are disappointing
What do you think about the recently graduate candidates?	Most of them are not self-confident	Risk taking motivation are nearly to zero	Their target is to ern more rather than learn from their first job
For which position did you make your last job circular?	Junior Office admin	Junior Architect	Junior Quality Inspector
What is the most important quality do you search in a candidate?	Optimistic nature and interested to do any types of work	Team work ability, smartness and disciplined	Language proficiency and previous working knowledge
How do you rate the candidate after taking an interview session	Based on handling the interview questions and other qualifications	Based on their approach in front of the interviewer	Based on past working knowledge

4.6 Analysis of LOCUS's recruitment and selection process:

After joining LOCUS as an intern, the founder asked me to prepare a job description for Jr. Architect and Jr. IT Officer and posted it on different job searching area. After posted it on different media a huge number of CV dropped on LOCUS"s website. After collecting all of the CV I make a list and started calling for an interview. Finally, we selected two candidates for junior IT Officer one for Junior Architect. But the matter of thinking is after continuing one week, two of leave their job and one JR. It Officer continue.

The main reasons of leaving the job we find out after consulting with them are critical job contract, huge working pressure, low salary and probation period. So, after considering all of the issues we can understand that the recent young graduates are low self-motivated and their risk-taking motivation is leveled as low. On the very beginning of their career they demand high salary rather than their experience.

After 2 months of continuing the job rest one of them leave the job because of huge load of working pressure.

When they posted another job circular for junior office assistant, only a few applied but no one attend for the interview. So, it is the true fact that there are job opportunities for the graduates but the few can grab the chance.

Chapter 5- Findings of the study:

➢ One study found that 89 percent of employers believe that workers and employees leave their job for more money and facilities, while in reality, only 12 percent do. Off boarding can be an amazing opportunity to try to close the knowledge gap and figure out why the organization is losing the top talents from their company.

- While companies have problems with attracting talent and concerting candidates into applicants, they need to develop their recruitment marketing platform. This platform will help the organization in tracking applicants, managing talent pools.

- Unhappiness in the workplace is highly contagious in recent days and so are people quitting their job before completing one year.

- According to a survey, 41% of respondents said that the biggest challenge they faced in their first job was they have lack industrial knowledge and their company was rude to train them in those sectors.

- Some of the respondents said that the issues with their bosses are the second biggest challenge or hurdle. Most of the bosses are not friendly and they don't want their employees to help to adjust in their new working environment.

- In Bangladesh, most of the young graduates end up quitting their jobs in less than one year with citing slow professional development and desired to earn more money and their need for more challenging work.

- On the other hand, most of the employers believe that they provide enough support to fresh graduates to meet their job requirement however they complained that the young talents may be expecting too much money when it comes to the matter of money and compensation.

- One big issue about the interview session according to the employers is the biggest job interview mistakes made by the young graduates include focusing more on money, turning up late and not doing sufficient research on the company before facing the interview session.

> ➤ In reality, money is obviously a key concern for the fresh graduates and this issue obviously can make sense to them. They are finally embarking after completing their graduation on their career journey and will be excited enough about earning their first full time wages. But honestly speaking the young talents would be smart enough to play down their salary hopes and focus on what they can learn and gain experience from their first job.

Chapter 6 – Recommendations:

There I mentioned recommendations for the employers and also for the fresh graduates and young candidates in the job market.

> ➤ The companies should participate in the job fairs to attract a talent pool of candidates. A considerable volume of applicants dropped their CV and the company also can promote their image by participating in the job fair

> ➤ The company also can go for campus recruitment which can bring a yield of highly educated fresh graduates

> ➤ The company can facilitate online CV posting system which is very popular and used by top business organizations to grab the attentions of active candidates.

> ➤ The company should offer competitive salary compare to others

> ➤ The authority should take proper steps to reduce prolong working hours monotonous working environment by introducing automated system

> ➤ Emphasis more on motivation during training period

> ➤ Focus more on interns to let them know more official tasks by involving them with their corporate duties to create a new pool to recruit more employees from a reliable source

- More focus on employees compensation policy in order to stop employee dissatisfaction and turnover rate

- The company should monitor and evaluate its employees performance carefully and offer extra bonuses based on their performance level

- To attract quality candidates more innovative marketing strategy is expected like offering training session which can help them to learn and adjust with the new culture of the organization.
- Once graduating from Universities the fresh graduates firstly need to create a perfect resumes and cover letter to hunt for suitable job position.

- The young graduates need to wait patiently for the call that will determine their career path but not to lose their hope about getting call for the job.

- When become graduated, they will have a chance to become part of an alumni network that can contribute towards their professional success. Try to become part of the community and connect with members who can be useful for their job application.

- When you are not anywhere near to a well-established business network, LinkedIn is the place to start because this service is getting more social than ever so you can ask some of your contacts if you can include them in your reference list. Focus more to become a part of groups relevant to your career goal and join discussions and hope the right people will notice you.

- Do not beg for the employers to hire you in their companies. Be casual and ask for some recommendations about how to improve your position.

- If you expect a hiring manager to consider you among the most successful candidates, then you should prepare your reference person to anticipate the call and tell them who can call them and why.

➢ Don't focus more on the salary range in your first job, just pay concentration on getting strong official and technological experiences and mature to adjust with the corporate culture and environment.

➢ If you get any offer for a part time job in your student life, go and grab it for getting some experience which can help you in your future job career.

➢ Be punctual and disciplined in your every task.

➢ Every educational institution need to follow up their final year students and trained them how to prepare them for participating in interview session trained them about writing CV and arrange some seminars and workshops which can help them to compete in the challenging job market.

➢ Make a site to connect with them and build a strong alumni relationship.

Chapter 7 - Conclusion:

To summarize, in HR profession, it is one of the most challenging parts to make sure that the organization has right talents in the right roles because talent acquisition, staffing and recruiting is the major role in any organization. If there is a mistake in selecting a bad candidate for an important role of an organization, then it will be a disaster for the company and need to invest a lot of time and merit behind the employee to teach them about the company culture and other task.

However, of course there are risks on associated with hiring graduates who have less professional experience than other new candidates because life is easier when you can recruit employees who already have a clean idea of what a role involves. But the benefits to recruiting new graduates are substantial and should not be overlooked.

In additionally I want to say that from technical aptitude to adaptability, recent graduates have characteristics that can prove valuable additions to your organization while you in turn can provide them with the chance to gain invaluable industry experience. That's why recruiting tomorrow's talent today could be a win - win for both your candidate and your organization.

Thus I want to conclude that the first job is not that much easy because it is the introduction to enter into the full time working life. So each and every person need to be more focused and punctual in their first job.

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Appendix

Questionnaire asked to the fresh graduates

1. Rate the effectiveness of the interviewing process and other selection instruments followed by most of the companies in Bangladesh.
   a. Poor
   b. Adequate
   c. Excellent

2. How much preparation do you have to sit for an interview?
   a. Poor
   b. Adequate
   c. Excellent

3. What types of preparation do you take to get a job?

4. Are you confident to get a job instantly after completing your graduation?

   a. Yes
   b. No

5. What do you think about the current job market?

6. Did you get any support from your University to be practically trained?

   a. Yes
   b. No

7. Do you like the selection policy used by various companies?
   a. Yes
   b. No

8. Do you think the Educational Institution focus more on theoretical knowledge rather than practical knowledge?
   a. Yes
   b. No

9. How do you rate the selection policy of the organization?
    a. Good
    b. Average
    c. Poor

10. Do you think the organization always looks for experienced candidates in selection process?
    a. Yes
    b. No

11. Do you think the organization needs to define the position objective clearly?
    a. Yes
    b. No

12. Do you think the internal issues can affect the selection and hiring process of the Organization?
    a. Yes
    b. No

Questionnaire asked to the Employers

1. Do you think the organization needs to define the position objective clearly to find out actual candidates?
    a. Yes
    b. No

2. Is the companies doing timeliness recruitment and selection process?
    a. Yes
    b. No

3. Does the Educational Institutions provide an adequate pool of quality applicants?
    a. Yes
    b. No

4. Do you think the internal issues can affect the selection and hiring process of the Organization?
    a. Yes
    b. No

5. Do you think organization prefer referred candidates most?
   a. Yes
   b. No

6. Does the selection methods used by the organization are reliable?
   a. Yes
   b. No

7. Do you think the organization always looks for experienced candidates in selection process?
   a. Yes
   b. No

8. Which is the most important quality the organization looks for in a candidate? a. Optimistic nature
   b. Previous experience
   c. Knowledge
   d. Discipline
   e. Team work ability
   f. Others

9. How do you rate the selection policy of the organization?
   a. Good
   b. Average
   c. Poor

10. Do you think the criteria for shortlisting of candidates used by all of the organization is satisfactory?
    a. Yes
    b. No

11. Is resume screening and shortlisting method used by the organization is satisfactory? a.
    a. Yes
    b. No