



Executive Summary

GMG Airlines Limited started its journey in April 1998, with a vision to provide “first class all the way” service to its valued customers. In July, 2009 GMG group joined with the BEXIMCO group with a vision to become the major airline company in Bangladesh by 2011. So many business strategies have also changed after joining with BEXIMCO. The business has expanded in many ways and also man power has been increased to fulfill the organizations goals and objectives. Here HR plays an important role since, employees ultimately brings profits for the organization by their skills, abilities and knowledge and HR brings the employees, motivate them, train them to become more efficient and so on.

In this report, my topic is HR policies at GMG airlines limited ie, what type of activities are carry out at HR and how they are being carried out and why. First I have discussed the selection process of employees. There are some stages in the selection process and all types of candidates or all departments does not have to go in the same process, like some has to face preliminary interview, or written test and some only gives the interview and starts their training. It basically depends on the type of post, because the job of Pilot is different than the job of an executive and the work of cabin crew is different from a security officer.

Then I have discussed about the recruitment strategies, which GMG follows. They basically do both internal and external recruitment. Initially, when there is vacancy or there is a need for recruitment, then we first look for candidates from internally, who can perform the task if there is any then, we promote him/ her and recruit another one to replace that place, like from assistant manager to manager. But if we see that, no internal employee are there to fulfill the job requirement then we go for external recruitment straightly. I have also discussed what sorts of methods to use for both external and internal, the source, how we communicate in the advertisement and so on.

After that I have discussed one of the most important factors at HR department, known as motivational factor. Here I have discussed what benefits are given to the employees to make them motivated towards their work beside their basic salary. And also the relational return which employee gets mentally, like growth opportunity, learning opportunity through



training, job security etc. Though the job security is not that high as government organizations but still it is also not less to because without any serious case employees are terminated or dismissed.

When I have discussed about the training ie, training are provided to which department employees, how these training are given including the training content. Beside these main job of HR, there are also some other activities, I have also discussed like the salary structure and how it I given to the employees, where its job based or person based structure and also discussed about staffing ie, person/ job and person/ organization match. Some other rules and regulation of GMG airlines has also been discussed in the repot like rules of probationary employees, some standards etc. I have also discussed about my observation like how much theories are applied in real working place and also given my findings and recommendations of some problems of HR at GMG airlines limited like, biases or errors in a performance appraisal or interviews and so on.