

Recruitment & Selection Process of BEACONHOUSE School System

Letter of Transmittal

Md. Tanvi Newaz

Lecturer

BRAC Business School

BRAC University, Dhaka

Subject: **Submission of the Internship Report.**

Dear Sir,

With due respect, I would like to inform you that, it is a great pleasure for me to submit the Internship report titled “Recruitment & Termination System of BEACONHOUSE School System” as a requirement for BBA program. While conducting the working report, I have gathered extensive knowledge on Human Resource Management, Training and Implementation, Recruitment and Termination System of BEACONHOUSE School System and enjoyed working there.

Sincerely Yours

.....

M. K. M. Ferdous Hassan

ID# 12204134

Acknowledgement

Completion of this report has made me grateful to a number of persons. First of all I would like to acknowledge my supervisor and Instructor **Md. Tanvi Newaz** not only for giving the opportunity to prepare the report but also for providing me the opportunity to improve the report by extending the submission deadline on this semester. I am also grateful to **Mrs. Hina Ashrad, Project Director**, BEACONHOUSE School System for giving me the valuable opportunity to do my internship in Human Resource department and supporting me with knowledge and resources. I am also grateful to the entire Department of Admin especially Team of HR Management of BEACONHOUSE School System as they have always been there for me when I needed them the most. Their active participation to all my questions, queries during my internship has made this journey a true success. I would like to name here **Mr. Nasir Uddin Faruq (Admin Officer), Mr. Paul (Accounts Officer), Miss Munzareen Musharraf (Course Coordinator), Mrs Waheda Mehnaz (Vice Principal)**. At Last but not least I want to convey my best regard and gratitude again to my supervisor Mr. Nasir Uddin Faruq. It was my privilege and I am truly honored working with such a wonderful team.

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Executive Summary

As an intern I was given specific tasks periodically which were needed for the different wings. The first eight weeks I worked with the Recruitment Division. Then rest of the weeks I had attachments with some analysis and graphical presentation of Training and Termination System. My personal views about the Department of Human Recourse, my value addition to the Divisions and Systems in BEACONHOUSE School System, are also included in the report. With limited knowledge and experience I tried my best to make this report as much understandable as possible and translated the real world experience into a document. The various boundaries to process improvement and maintaining ethical standards in an Educational Institution environment have also been experienced. Before drawing any conclusion based on this report it may be noted that the report was prepared in a very short term and there is lack in data. But still the report may be useful for designing any further study to evaluate the Recruitment and Termination Procedure in the Schooling System in Bangladesh.

Introduction

Background of the study

At the very arena of globalization and technological innovation, Schooling System plays a vital role in every adage of the society. More specifically, it is not the faculties who run the school where they are one of the most important assists for both school and country, but it is the management system that makes the whole picture look perfect and impeccable. To cope up with this management system of schooling, employees should have huge theoretical knowledge and professional skill as well as technical basis on Human Resource Management and other relevant systems. As a BBA student, I felt that Schooling System is an excellent area to gather some practical knowledge on Human Resource Management; especially on Recruitment and Termination System. With a view to developing skilled management professional in this area, BRAC University has undertaken the internship-training program for its BBA students. As a partial and essential requirement of the BBA degree, on authority's instruction I have selected the BEACONHOUSE School System, one of the prominent School System in the world to acquire some practical experience in Human Resource Management, especially in Recruitment and Termination System. It would not be out of place to mention here that during the course of the program I had to perform several duties.

Origin of the Report

This report is an internship report prepared as a partial fulfillment of requirement for the completion of the Bachelors in Business Administration. The primary goal of the internship was to provide an 'on the job' exposure to the student and an opportunity for translation of theoretical conceptions in real life situation. We, the students, were placed in enterprises, organizations, research institutions as well as development projects. I choose the topic "Recruitment & Termination Procedure of BEACONHOUSE School System" for my internship report under the supervision of our respected faculty Md. Tanvi Newaz. This report has been prepared on my practical experiences from **September 10, 2012** in Department of Admin, of BEACONHOUSE School System.

Objective of the Report

General Objective

The general objective of preparing this report is to fulfill the requirement of project work as well as completing the internship program through gaining the experience and view the application of theoretical knowledge in the real life. Also find out the Recruitment & Termination System of the BEACONHOUSE School System and its overall Performance.

Project Objective

The objectives of this report are the followings:

- Get introduced with the Department of Admin.
- Get introduced with the Training Division.
- Different types of HR practices.
- To Know about the HR Structures of BEACONHOUSE School System.
- To Know the BEACONHOUSE School System's position in Bangladesh.
- To know the study's and conditions of overall performance.

Scope of Report

The report covers Human Resource Management activities and procedures especially the Recruitment, Training and Termination System of BEACONHOUSE School System.

Methodology

To make the report more meaningful and presentable, two sources of data and information were used widely. Both primary and secondary data sources were used to prepare this report. The nature of this report is descriptive with some survey or using sampling method. Most of the necessary information has been collected by both verbal and non-verbal questionnaires, officers working in BEACONHOUSE School System.

Primary data are collected through:

- Observation for the total internee period.
- Both Controlled and Uncontrolled Questions in the Questionnaires.
- Conducted discussions with Officers, Executives and Manager of the Department of Admin.

Secondary data are collected through:

- Manuals and Annual Report of BEACONHOUSE School System.
- Website browsing.

Limitations

Finally I want to talk about my limitations that I had to face during the completion of the report. On the way of preparing of this report, I have faced following problems that may be termed as the limitation of the study.

- Only three months are not enough to understand the overall operations of HR in a Schooling System.
- Institutional policy of BEACONHOUSE School System not disclosing some sensitive data and information for obvious reason posed an obstacle to the practical orientation that could be very much useful.
- Non-availability of data and information that are more recent on different activities of BEACONHOUSE School System was a great difficulty to depict the actual and up-to-date business position of the institute.
- As the senior executives were busy in working it was sometimes very difficult to talk to them and gain knowledge.

Organization Overview

BEACONHOUSE School System

The BEACONHOUSE group has over 227,000 fulltime students in nine countries and is possibly the largest school network of its kind in the world. Established in November 1975 as the Les Angles Montessori Academy with 19 toddlers, BEACONHOUSE has since grown into an international network of private schools, imparting distinctive and meaningful learning to students all the way from birth – through its partnership in Pakistan with Jamboree Play & Music – to post-graduation, through the BEACONHOUSE National University in Lahore. Of these students, over 88,000 study at the group’s flagship network, the BEACONHOUSE School System, while the remaining are largely enrolled at The Educators, a parallel school network operated by the group with over 131,000 students. Other students are in BEACONHOUSE schools overseas.

The BEACONHOUSE of today is thus much more than just a stand-alone school. Through distinct and independent divisions in the UK, Malaysia, Indonesia, Thailand, the Philippines, Oman, UAE, Pakistan and Bangladesh, it caters to the education and training needs of a large and diverse group of individuals of varying ages, socio-economic backgrounds, and nationalities, with its activities also extending beyond education in some countries. BEACONHOUSE has always laid tremendous emphasis on the development of human capital. From its initial association in the 1980s with The Moray House Institute of Education in Scotland to its more recent teaching training links with the University of Bradford and MARJON, BEACONHOUSE has institutionalized in-service teacher training like no other school. So, with rigorous standards that demand up-to-date teaching skills and a range of challenging programmes, the BEACONHOUSE School System brings success within the reach of every student.

The BEACONHOUSE School System is one of the largest private school networks in the world. Established in November 1975 as the Les Angles Montessori Academy for toddlers, BEACONHOUSE has since grown into a global network of private schools, institutes, and

universities, giving education to over 224,000 students from pre-school to post-graduation. Many of these students study at the group's flagship network, the BEACONHOUSE School System, while others are enrolled at The Educators, a parallel school network operated by the group. BEACONHOUSE School System has now grown into an international company with independent divisions in the following countries: Bangladesh, Indonesia, Malaysia, Oman, Pakistan, the Philippines, Thailand, the UAE and the United Kingdom. Its activities extend beyond education in some countries.

BEACONHOUSE School System, southern region. From its initial association in the 1980s with the Moray House School of Education in Scotland, to its teacher training programme initiated in 1993 in collaboration with the University of Bradford, BEACONHOUSE has organized in-service teacher training. Today, more than half its teachers have internationally recognized teaching certificates while the rest are enrolled in the permanent in-service programme. In addition, BEACONHOUSE sends senior academics to the UK annually to pursue master's degrees in education and professional development.

In 1996, the World Bank Group, through its private sector wing, the International Finance Corporation, entered into a financing arrangement with BEACONHOUSE aimed at the construction of new school campuses. This project represented the first time that the World Bank had extended its arms to the private education sector anywhere in the world. The student base of BEACONHOUSE continues to grow at 15% per year. In September 2012, the founder and chairperson of the BEACONHOUSE Group, Mrs. Nasreen Mahmud Kasuri, received a Pakistan Women Power 100 award, an award that recognizes the positive impact of influential women from the international Pakistani community.

BEACONHOUSE has held its School of Tomorrow conference every few years, starting in 2000. Its fourth edition, School of Tomorrow: Empowering Lifelong Learners, was held in Kuala Lumpur, Malaysia in November 2012 and was the first conference to be hosted overseas by a Pakistan-based organization. The School of Tomorrow conferences feature renowned and inspirational academicians and thinkers from around the world and provide them with a platform to address the future of schools and learning from a global perspective.

Mission

BEACONHOUSE School System aims to provide quality education of an international standard. We aim for excellence through quality management, quality training and quality teaching, bringing benefit to our students, the community and the wider world.

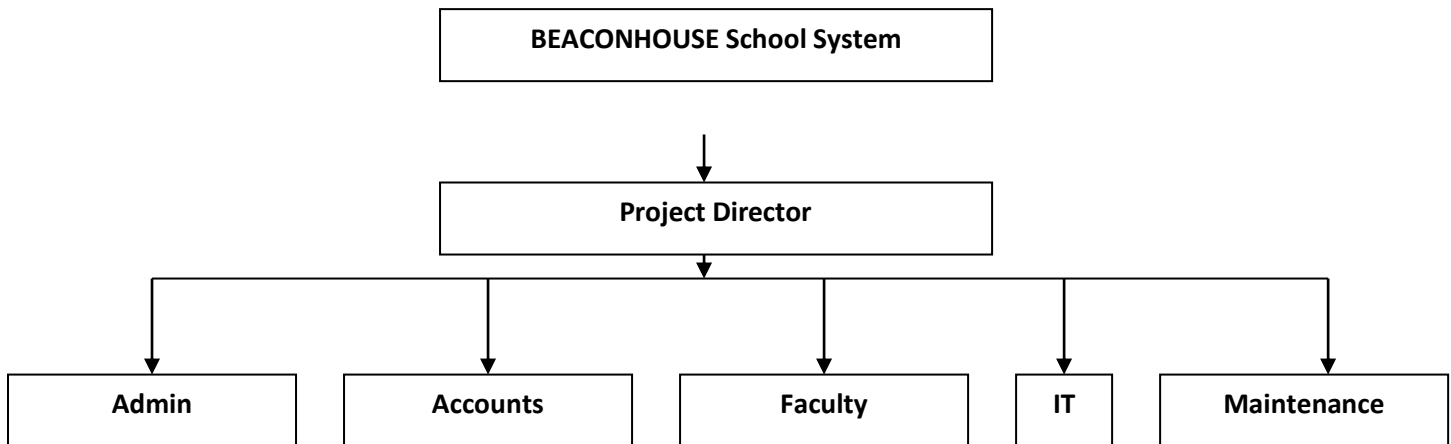
Facts and Features

Particulars	No. of Branches	Students
BSS Pakistan	146	87,647
TNS	2	419
Gymboree (ECD)	2	109
The Early Years (TEY)	1	27
The Educators	358	131,720
BSS International		
Pocklington, UK	1	72
Cherub, UK	3	165
Newlands, UK	1	104
Pre-schools, Malaysia	7	1,172
Sri Inai, Malaysia	2	795
Sri Lethia, Malaysia	1	641

Sri Murni, Malaysia	1	354
BEACONHOUSE- Newlands, Malaysia	1	34
Oman	1	332
Theresiana De Montealegre, Philippines	1	184
St. Paul Learning Center, Philippines	1	252
Angels in Heaven School, Philippines	1	906
Bangladesh	1	132
St George's International School, Thailand	-	-
Palm Nursery, Dubai	1	69
Gulf Nursery, Sharjah	1	23
ADEC	-	-
Indonesia	10	2,635
Subtotal International	34	7,870
Total	543	227, 792

The first branch of BEACONHOUSE in Bangladesh commenced its first academic year in August 2006 and relocated from Gulshan to Banani, another prestigious neighborhood in Dhaka. BEACONHOUSE expects its growth in Bangladesh to be driven largely by start-up schools, and is already in the process of establishing a second branch in another part of the capital.

Management Hierarchy



BEACONHOUSE School System is run and authorized by the Project Director in Bangladesh. As it is working under and the Pakistan Embassy most of the students here are foreigners but everyone follow the culture, norms and values of Bangladesh when in the school. There are mainly five departments in BEACONHOUSE School System and they are Accounts, Faculty, IT, Maintenance and Admin. Here a brief discussion will be provided.

Accounts

- Distribution and disbursement of Salary and incentives.
- Collection of the education fees.
- Stationary, Utility, Compliance and Inventory procurement.
- Update and maintain the accounts system as a whole with the Central BEACONHOUSE School System, London.
- Waver Management in special cases.

Faculty

- Class-teachers maintain and made the archive of the database of student and update the student profile. Corresponding and amalgamating the class schedule.

- Course-teachers take the class everyday and give proxies for other teacher who is temporarily absent.
- Sport-teacher gives the lessons and co-ordinate the sports and relevant events.
- Music-teacher deals with the cultural part inside and outside the school.
- There are also some Part-time teachers who are trained and then take class occasionally and later on a regular basis.

IT

- Maintain all the software and hardware parts in the school.
- Maintaining liaison with British Council.
- Managing server and other system software in the school.

Maintenance

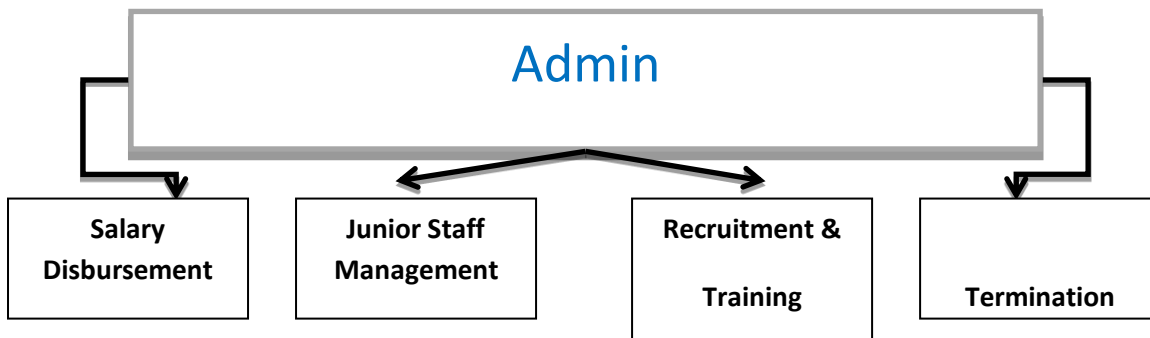
- Indoor and Outdoor clean
- Waste management
- Decoration in programs
- Utility Management.

Admin:

- Salary Disbursement
- Junior Staff Management
- Recruitment
- Training
- Termination

Intern Procedure

As an intern I was given specific tasks periodically which were needed for the different divisions of Admin. To be said that in this organization Admin is identical to Human Resource Management Department. The first eight weeks I worked with Admin Department. Then rest of the weeks I had an special attachments Recruitment and Termination division where I monitored certain aspects and addendumed a critical findings with some analysis in my project paper. I have also done some short analysis Training Department and prepared a small jest where Training department appears as a nut shell. The activities where I have contribution in this organization are written below.



Job Description:

Human resource management is the management of an organization's workforce, or human resources. It is responsible for the attraction, selection, training, assessment, and rewarding of employees, while also overseeing organizational leadership and culture, and ensuring compliance with employment and labor laws. In circumstances where employees desire and are legally authorized to hold a collective bargaining agreement, HR will typically also serve as the company's primary liaison with the employees representatives.

HR is a product of the human relations movement of the early 20th century, when researchers began documenting ways of creating business value through the strategic management of the workforce. The function was initially dominated by transactional work such as payroll and benefits administration, but due to globalization, company consolidation, technological advancement, and further research, HR now focuses on strategic initiatives

like mergers and acquisitions, talent management, succession planning, industrial and labor relations, and diversity and inclusion.

In startup companies, HR's duties may be performed by a handful of trained professionals or even by non-HR personnel. In larger companies, an entire functional group is typically dedicated to the discipline, with staff specializing in various HR tasks and functional leadership engaging in strategic decision making across the business. To train practitioners for the profession, institutions of higher education, professional associations, and companies themselves have created programs of study dedicated explicitly to the duties of the function. Academic and practitioner organizations likewise seek to engage and further the field of HR, as evidenced by several field-specific publications.

- HR Development.
- Giving advertisements for Recruitments.
- Conducting several recruitment process including interview, questionnaire, oral test, physical tests etc.
- Contributing in the selection process.
- Developing the compensation system.
- Developing and maintaining the salary structure.
- Providing several training.
- Monitoring regarding the performance appraisal.
- Maintaining several policies, life insurance, health, provident fund etc.

Advertisement for Recruitments:

Recruitment advertising, also known as Recruitment communications and Recruitment agency, includes all communications used by an organization to attract talent to work within it. The use of a specialist recruitment advertising agency enables organizations to receive professional advice on media, design and copywriting specifically related to the recruitment process. This enables their advertisement to stand out in the relevant publication and build an employment brand. Advertisers are now able to use micro-sites to put most of the job content and allowing the advert to be more creative with minimal copy. Recruitment advertising has now developed into a specialty service where most leading organizations use the services of a

specialist agency. I was assigned to prepare an advertisement of recruitment and I am providing it below:

BEACONHOUSE School System



[Save
as
PDF](#)



[Print](#)



[Share](#)

BEACONHOUSE School System

Address : Address : House:63, Road: 17, Block: E, Banani, Dhaka, Bangladesh. Phone:
+8802-9895175

Mobile: +880171-5000596.

Job Title : Junior Teacher (English)

Vacancies : 02

Educational Requirements :

- Graduation from any reputed institution in English and Humanities. Post Graduated will get preference.

Experience Requirements:

- 2 to 3 year(s)
- The applicants should have experience in the following area(s): Teaching and Conducting Workshops
- The applicants should have experience in the following business area(s): Schooling System and Training, Curriculum/Program Development, Education Counseling.

Additional Job Requirement :

- Must be proactive, Intelligent, Presentable, Smart and Self motivated.
- Should be well in written/Spoken English.
- Good communication skill.
- Must be computer literate.

Job Responsibilities :

- Prepare lesson plan
- Take classes
- Participate in the school/after school activities
- Prepare work sheets
- Having experience at teaching primary/secondary school level
- Must have thorough understanding of the Cambridge O-level Syllabus

- Good command in English and excellent PR skills
- IT knowledge in Ms Words, Excel, Power Point software is essentially required
- Having English Medium background will be given preference
- Excellent English and Bengali speaking and writing skills.
- Energetic, Responsible, Reliable, Motivated, Dedicated and Time oriented
- Must work well in groups and individually
- Ability to work under pressure
- Like to take up challenges

Salary Range : Negotiable

Other Benefits :

- As per company policy

Job Location : Dhaka

Last Date of Apply : 04-Aug-13

Applying Instruction : Interested and qualified persons are requested to send their resume with a colour photo indicating the position applying for, by August 04, 2013 to Admin Department, with the above address. Only short listed candidates will be called for interviews.

Salary Disbursement:

Salary Disbursement is one of the vital divisions in BEACONHOUSE School System which work as a heart in the financial environment inside the school. They have developed an ERP system with the help of Excel where there are several formats of calculating and developing salary structures and distributing the salary in due time. Because of some restrictions and secrecy I could not manage to provide with some formats but I am giving the salary structure below.

Description	Amount (Taka)	Position	Minimum	Midpoint	Maximum
Basic Salary	****	Director/Manager/Executive/Officer Name of the Position (Executive)			
Add: Allowance	***				
Transport Reimbursement	***				
Total Gross Salary	*****				
Deduction: Provident Fund	***				
Tax	***				
Net Salary	*****				

A company's pay structure is the method of administering its pay philosophy. The two leading types of pay structures are the internal equity method, which uses a tightly constructed grid to ensure that each job is compensated according to the jobs above and below it in a hierarchy, and market pricing, where each job in an organization is tied to the prevailing market rate. A company needs job descriptions for all its positions so that people know where they fall within the organization. A pay structure helps answer questions about who's who, what each person's role is, and why people are compensated differently. It also helps human resources personnel to fairly administer any given pay philosophy. For example, a company might want to pay everyone at market; or pay some people at market and some above it. Opportunities for incentives are also dealt with in the pay structure. BEACONHOUSE School System has its own salary structure and as the Human Resource Management is just introduced in the company they are still working on it. The approximate salary or pay structure is given below.

Recruitment & Selection Procedure:

BEACONHOUSE School System follows some certain recruitment policies regarding the recruitment and selections process of the Human Resource. There are 4 steps of the selection and recruitment process. They are Preliminary Interview, Questionnaire fulfill and written test, Oral test and last but not the least physical test.

Training:

Moreover, regarding the training part of BEACONHOUSE School System, it has established a comprehensive in-house training programme in collaboration with several UK universities. The training department works with University College Plymouth St. Mark and St. John to offer teachers two certificates: the Certificate in Professional Education and the Post Graduate Certificate in Professional Development. Teachers can earn a master's at Leeds metropolitan University.

Critical Findings:

Frame Work

The strategic framework envisages involvement of corporate bodies in entire gamut of issues connected with integrating disaster management concerns in the developmental efforts of the schooling system – with a specific emphasis on recruitment and termination system. Moreover, the this sector organizations have linkages with other similar organizations in different countries and regularly exchange and supplement each other's information and resources in times of need. It is, therefore, imperative for the success of initiatives in the area of recruitment, termination, training including human resource management that schooling system and their networks are associated with different facets of BEACONHOUSE SCHOOLING SYSTEM Schooling System.

Dependent Variable

A variable is an object, event, idea, feeling, time period, or any other type of category you are trying to measure. There are two types of variables-independent and dependent. Just like an independent variable, a dependent variable is exactly what it sounds like. It is something that depends on other factors. For example, a test score could be a dependent variable because it could change depending on several factors such as how much you studied, how much sleep you got the night before you took the test, or even how hungry you were when you took it. Usually when you are looking for a relationship between two things you are trying to find out what makes the dependent variable change the way it does. Many people have trouble remembering which the independent variable is and which the dependent variable is. In my project I have selected a dependent variable named Recruitment and Termination Process which is identical to the topic of our project.

Recruitment and Termination System

The first branch of BEACONHOUSE Schooling System in Bangladesh commenced its first academic year in August 2006 and relocated from Gulshan to Banani, another prestigious neighborhood in Dhaka. BEACONHOUSE Schooling System expects its growth in Bangladesh to be driven largely by start-up schools, and is already in the process of establishing a second branch in another part of the capital. In the schooling system I have stated and evaluated the recruiting and termination system of BEACONHOUSE Schooling System.

Independent Variable

In an experiment, the independent variable is the variable that is varied or manipulated by the researcher, and the dependent variable is the response that is measured. An independent variable is the presumed cause, whereas the dependent variable is the presumed effect. The IV is the antecedent, whereas the DV is the consequent. In experiments, the IV is the variable that is controlled and manipulated by the experimenter; whereas the DV is not manipulated, instead the DV is observed or measured for variation as a presumed result of the variation in the IV. "In non-experimental research, where there is no experimental manipulation, the IV is the variable that 'logically' has some effect on a DV. For example, in the research on cigarette-smoking and lung cancer, cigarette-smoking, which has already been done by many subjects, is the independent variable." (Kerlinger, 1986, p.32) When researchers are not able to actually control and manipulate an IV, it is technically referred to as a status variable (e.g., gender, ethnicity, etc.). Even though researchers do not actually control or manipulate status variables, researchers can, and often do, treat them as IVs (Heppner, Kivlighan & Wampold, 1999). The names including small explanations of relevant aspects why efficiency and competence of recruitment and termination process respectively are acting like the Independent variables are stated below.

Efficiency of Recruitment Process

Recruitment must be a core strategic asset if people are contributors to competitive advantage. Very few businesses today don't depend heavily on having the right people in the

right place at the right time. Hiring effectively is often more important than hiring efficiently. Yet most hiring organizations measure themselves on hiring efficiency. Given the daily pressures to meet increasingly demanding hiring needs, it is little wonder that employment departments tend to focus on day-to-day hiring activities. It therefore makes sense that when analysts and consultants offer their services to employment departments they focus on operational inefficiencies: inability to source qualified candidates, decreasing cycle times for requisition approvals and fills, and so on. Employment departments buy the pitch because the results are immediate and tangible. As every part of every organization seeks to squeeze every last ounce of productivity out of every last asset, employment feels that they must do their part by focusing on hiring process efficiency. Unfortunately this focus has a detrimental effect on the hiring departments and the businesses they serve. Hiring effectiveness and hiring efficiency are often mutually exclusive. There are many times when getting the right person later is preferable to getting any person now.

Competence of Termination Process

Business decline, mergers, acquisitions, changing strategies, product modification, job simplification, organizational culture change... these are today's corporate realities leaving companies with no choice but to terminate employees from their workforce. The probability of lifelong employment has become the exception versus the rule in today's workplace. Yet, terminating employees from the organization is one of the most stressful and difficult tasks a manager has to do. How terminations are handled is critical to the continued success of an organization.

Question & Hypothesis

Questions:

1. Is there any relationship between Recruitment & Termination Process and Efficiency of Recruitment System?
2. Is there any relationship between Recruitment & Termination Process and Competence of Termination System?

Hypothesis:

1. There is relationship between Recruitment & Termination Process and Efficiency of Recruitment System.
2. There is relationship between Recruitment & Termination Process and Competence of Termination System.

Sampling (Sample Unit, Sample Size, Sample Procedure)

Another step in planning project is to identify the people, events or records that contain the desired information and can answer the measurement questions. A sample basically examines a portion of the target population. In our research as we are discussing about Recruitment & Termination System of BEACONHOUSE School System, our sample unit will be the people working in the organization and teachers as well. And as we are 3 people in our group, the total persons that will be questioned are going to be 20. We have developed a questionnaire where we stated lots of questions in different scales. Every target sample has to fill it up and give the questionnaire back to us for further analysis.

Field Work:

Fieldwork has been a leader in my project paper and facilities for over our project. As research work has expanded from the standard focus group to incorporate other methodologies and technologies, Fieldwork has expanded with Human Resource management. I have deviled different work in different fields and our HRD coordinates my work.

Data Collection

Both primary and secondary data was collected and analyzed. However, the status and availability of the data varied from country to country but attempts were made to develop an appropriate checklist of common indigenous knowledge terminology used in Schooling System and Human Resource Management. Further, in collecting data an attempt was made to ensure that there was a clear understanding of the linkages between application and use of indigenous knowledge and cultural and spiritual values which permeate many of the communities under study. Researchers were further required to give attention to gender in the collection of data. In the data collection section as we said earlier we made a strong questionnaire and gave it to the target sample units. They filled it up and provided us the answers. In this way we found the data called primary data of our case study. On the other hand I visited several websites for data collections as well.

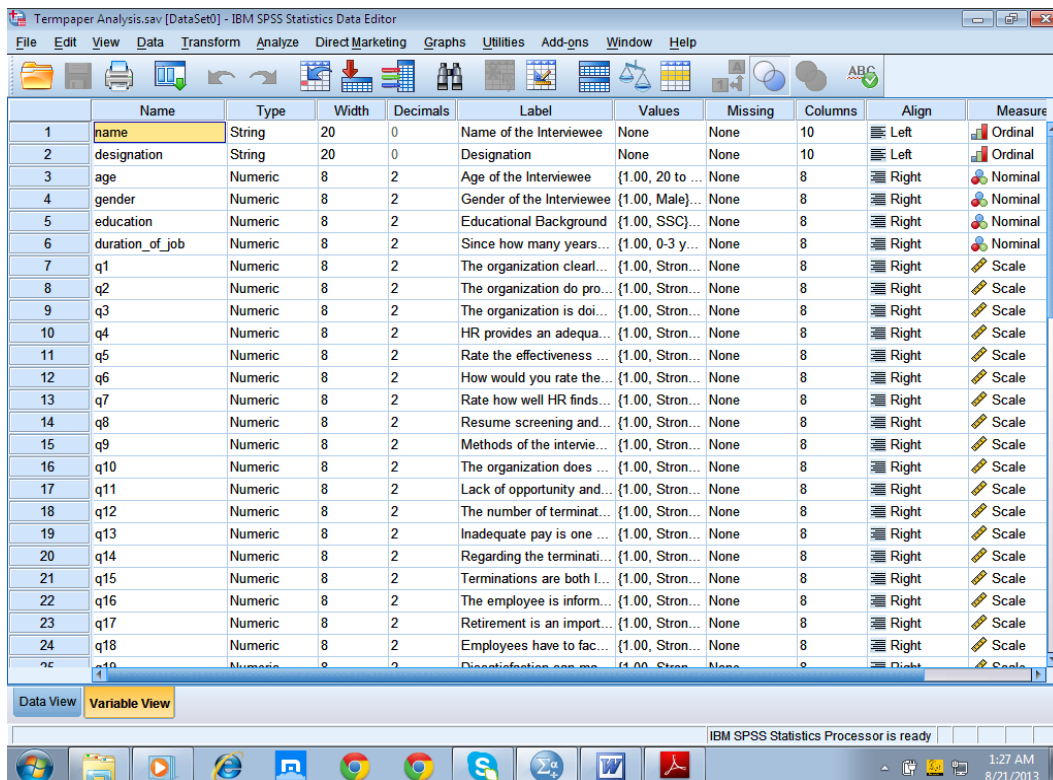
Type of Data

Data is basically the facts presented to the researcher from the study's environment. There are several categories of data collection in a research. Abstraction data is more metaphoric than real. For example in our case study the growth of Recruitment and Termination Process cannot be observed directly but the effects of it may be recorded. Furthermore, when sensory experiences consistently produce the same result, the data is said to be trustworthy because it may be varied. Capturing data is elusive, complicated by the speed at which events occur and the time bound nature of observation. Finally data reflect their trustfulness by closeness to the phenomena. In my project, I went through both Primary and Secondary data. The answers of the questionnaire, provided to the general consumers regarding the safety aspects, are our

primary data. We also visited several websites for bibliography purpose and important data collection. These data are is our secondary data.

Data Analysis

Data Analysis is the most important part which makes a bridge between theoretical analysis of a data set and scientific analysis of a data set. Here I used SPSS (version 20) software and the analysis was done into three faces. They were Descriptive Analysis, Reliability Analysis and Hypothesis testing. All the analysis was done before I inserted all the information of my provided questionnaires. We also used Compute Variables to from Transformation to solve the average result of the Independent Variables and Dependent Variables. First, we inserted information in the SPSS Variable view like below structure.



And after that I inserted the data in the Data View for preserving data as per rule. The Data View of our project is given on the below.

Termpaper Analysis.sav [DataSet0] - IBM SPSS Statistics Data Editor

File Edit View Data Transform Analyze Direct Marketing Graphs Utilities Add-ons Window Help

10 : education 3.00 Visible: 30 of 30 Variables

	sl	name	designation	age	gender	education	duration_of_jc b	q1	q2	q3	q4
1	1.00	Nasir Uddin	Admin	3.00	1.00	3.00	2.00	4.00	3.00	4.00	4.00
2	2.00	Paul Purification	Accounts Ma...	3.00	1.00	4.00	3.00	5.00	3.00	4.00	5.00
3	3.00	Munzarin Mus...	Course Co-ord...	3.00	2.00	4.00	3.00	4.00	3.00	4.00	4.00
4	4.00	Wahida Mehnaz	Vice Principal	3.00	2.00	4.00	3.00	5.00	3.00	4.00	5.00
5	5.00	Abu Nasir	Senior Teacher	3.00	1.00	4.00	1.00	4.00	3.00	4.00	4.00
6	6.00	Sayek Ahmed	Teacher	2.00	1.00	3.00	1.00	5.00	3.00	4.00	5.00
7	7.00	Nabila Ahmed	Senior Teacher	2.00	2.00	4.00	1.00	4.00	3.00	4.00	4.00
8	8.00	Abul Bashar	Physical Trainer	3.00	1.00	3.00	3.00	5.00	3.00	4.00	5.00
9	9.00	Lima Islam	Senior Teacher	3.00	2.00	4.00	3.00	4.00	3.00	4.00	4.00
10	10.00	Jhumana Islam	Artist Teacher	3.00	2.00	3.00	2.00	5.00	3.00	4.00	5.00
11	11.00	Nazia Mamun	Teacher	2.00	2.00	4.00	1.00	4.00	3.00	4.00	4.00
12	12.00	Nadia Mamun	Teacher	1.00	2.00	3.00	1.00	5.00	3.00	4.00	5.00
13	13.00	Mrs. Iram	Senior Teacher	3.00	2.00	4.00	2.00	4.00	3.00	4.00	4.00
14	14.00	Mrs. Nadia It...	Senior Teacher	3.00	2.00	4.00	1.00	5.00	3.00	4.00	5.00
15	15.00	Mrs. Mita Roz...	Teacher & CJS	3.00	2.00	3.00	1.00	4.00	3.00	4.00	4.00
16	16.00	Md. Kabir	Head Clark	4.00	1.00	3.00	3.00	5.00	3.00	4.00	5.00
17	17.00	Rezaul Islam	Clark	3.00	1.00	2.00	2.00	5.00	3.00	4.00	5.00
18	18.00	Md. Shahen	Transport	3.00	1.00	2.00	2.00	4.00	3.00	4.00	4.00
19	19.00	Mohammad S...	Security In Ch...	4.00	1.00	2.00	2.00	5.00	3.00	4.00	5.00
20	20.00	Mominul Islam	Maintanance	5.00	1.00	2.00	3.00	4.00	3.00	4.00	4.00
21											
22											

Data View Variable View

IBM SPSS Statistics Processor is ready

1:32 AM 8/21/2013

Termpaper Analysis.sav [DataSet0] - IBM SPSS Statistics Data Editor

File Edit View Data Transform Analyze Direct Marketing Graphs Utilities Add-ons Window Help

10 : q13 4.00 Visible: 30 of 30 Variables

	q13	q14	q15	q16	q17	q18	q19	q20	efficiency_rec ruitment	competence_ termination	recruitment_n termination
1	5.00	2.00	4.00	4.00	2.00	4.00	2.00	2.00	3.67	3.67	3.50
2	4.00	1.00	3.00	4.00	1.00	5.00	2.00	2.00	4.11	3.22	3.00
3	5.00	2.00	4.00	4.00	2.00	4.00	2.00	2.00	3.67	3.67	3.50
4	4.00	1.00	3.00	4.00	1.00	5.00	2.00	2.00	4.11	3.22	3.00
5	5.00	2.00	4.00	4.00	2.00	4.00	2.00	2.00	3.67	3.67	3.50
6	4.00	1.00	3.00	4.00	1.00	5.00	2.00	2.00	4.11	3.22	3.00
7	5.00	2.00	4.00	4.00	2.00	4.00	2.00	2.00	3.67	3.67	3.50
8	4.00	1.00	3.00	4.00	1.00	5.00	2.00	2.00	4.11	3.22	3.00
9	5.00	2.00	4.00	4.00	2.00	4.00	2.00	2.00	3.67	3.67	3.50
10	4.00	1.00	3.00	4.00	1.00	5.00	2.00	2.00	4.11	3.22	3.00
11	5.00	2.00	4.00	4.00	2.00	4.00	2.00	2.00	3.67	3.67	3.50
12	4.00	1.00	3.00	4.00	1.00	5.00	2.00	2.00	4.11	3.22	3.00
13	5.00	2.00	4.00	4.00	2.00	4.00	2.00	2.00	3.67	3.67	3.50
14	4.00	1.00	3.00	4.00	1.00	5.00	2.00	2.00	4.11	3.22	3.00
15	5.00	2.00	4.00	4.00	2.00	4.00	2.00	2.00	3.67	3.67	3.50
16	4.00	1.00	3.00	4.00	1.00	5.00	2.00	2.00	4.11	3.22	3.00
17	4.00	1.00	3.00	4.00	1.00	5.00	2.00	2.00	4.11	3.22	3.00
18	5.00	2.00	4.00	4.00	2.00	4.00	2.00	2.00	3.67	3.67	3.50
19	4.00	1.00	3.00	4.00	1.00	5.00	2.00	2.00	4.11	3.22	3.00
20	5.00	2.00	4.00	4.00	2.00	4.00	2.00	2.00	3.67	3.67	3.50
21											
22											

Data View Variable View

IBM SPSS Statistics Processor is ready

1:33 AM 8/21/2013

Descriptive Analysis

We did the Descriptive Analysis with the following variables. They are Designation, Age, Gender, Educational Background and Working Duration. The SPSS analysis is described below.

Statistics					
		Serial Number	Designation	Age of the Interviewee	Gender of the Interviewee
N	Valid	20	20	20	20
	Missing	0	0	0	0

I had 20 samples where I offered 20 questionnaires and all of my samples went through and filled the questionnaires and that is why there is 0 missing. Furthermore, every sample filled up the questionnaires specially the uncontrollable part properly when we observe the numeric values on the above table stating designation, age of the interviewee, gender of the interviewee are 20 which is identical the number of the sample size.

Frequency

Considering the frequency table of the Designation part, I have taken people including Accounts Manager, Admin, Artist Teacher, Clark, Course Coordinator, Head Clark, Maintenance, Physical Trainer, Security In Charge, Teacher & CJS, Transport, Vice Principal number 1, Senior Teacher number 5 and Teacher number 3. In the following table we can see the frequency, percentage, Valid Percentage and Cumulative Percentage of the stated information.

Designation					
		Frequency	Percent	Valid Percent	Cumulative Percent
Valid	Accounts Manager	1	5.0	5.0	5.0
	Admin	1	5.0	5.0	10.0
	Artist Teacher	1	5.0	5.0	15.0
	Clark	1	5.0	5.0	20.0
	Course coordinator	1	5.0	5.0	25.0
	Head Clark	1	5.0	5.0	30.0
	Maintenance	1	5.0	5.0	35.0
	Physical Trainer	1	5.0	5.0	40.0
	Security In Charge	1	5.0	5.0	45.0
	Senior Teacher	5	25.0	25.0	70.0
	Teacher	3	15.0	15.0	85.0
	Teacher & CJS	1	5.0	5.0	90.0
	Transport	1	5.0	5.0	95.0
	Vice Principal	1	5.0	5.0	100.0
	Total	20	100.0	100.0	

Regarding the age of the Interviewee I have taken 1 person between the age of 20 and 25, 3 people between the age of 26 and 30, 13 between 31 and 40, 2 between 40 and 50 and last but not the least 1 person above 50.

Age of the Interviewee					
		Frequency	Percent	Valid Percent	Cumulative Percent
Valid	20 to 25	1	5.0	5.0	5.0
	26 to 30	3	15.0	15.0	20.0
	31 to 40	13	65.0	65.0	85.0
	40 to 50	2	10.0	10.0	95.0
	above 50	1	5.0	5.0	100.0
	Total	20	100.0	100.0	

Considering the frequency table of Gender, I have taken 10 Male samples and 10 Female sample which can be clearly seen in the below table including the percentage, valid percentage and cumulative percentage.

Gender of the Interviewee					
		Frequency	Percent	Valid Percent	Cumulative Percent
Valid	Male	10	50.0	50.0	50.0
	Female	10	50.0	50.0	100.0
	Total	20	100.0	100.0	

Regarding the Educational Background segment I have taken samples who are HSC and Hons/Bachelors and Masters passed. The below table shows the number 4, 7 and 9 respectively including the percentage, valid percentage and cumulative percentage.

Educational Background					
		Frequency	Percent	Valid Percent	Cumulative Percent
Valid	HSC	4	20.0	20.0	20.0
	Hons/Bachelors	7	35.0	35.0	55.0
	Masters	9	45.0	45.0	100.0
	Total	20	100.0	100.0	

Lastly, in the following frequency table I have tried to show the duration of work of my samples in BEACONHOUSE School System where 7 people are working for 0-3 years, 6 people are working for 3-5 years and 7 more people are working for 5-10 years.

Since how many years have you been working with the organization					
		Frequency	Percent	Valid Percent	Cumulative Percent
Valid	0-3 years	7	35.0	35.0	35.0
	3-5 years	6	30.0	30.0	65.0
	5-10 years	7	35.0	35.0	100.0
	Total	20	100.0	100.0	

Reliability Analysis

For Independent Variable 1, there were 9 questions in the questionnaire and the numbers were question number 1, 2, 3, 4, 5, 6, 7, 8 and 9. Going through SPSS, Analysis, Scale and Reliability and I found out the chart below, where the Alpha is .703 which proves that it has a relationship with the stated variable.

Reliability Statistics	
Cronbach's Alpha	N of Items
.703	9

Here the Independent Variable is Efficiency of Recruitment Process.

For Independent Variable 2, there were 9 questions in the questionnaire and the numbers were question number 11, 12, 13, 14, 15, 16, 17, 18 and 19. Going through SPSS, Analysis, Scale and Reliability and I found out the chart below, where the Alpha is .838 which proves that it has a relationship with the stated variable.

Reliability Statistics	
Cronbach's Alpha	N of Items
.838	9

Here the Independent Variable is Competence of Termination Process.

For Dependent Variable, there were 2 questions in the questionnaire and the numbers were question number 10 and 20. Going through SPSS, Analysis, Scale and Reliability and I found out the chart below, where the Alpha is .838 which proves that it has a relationship with the stated variable.

Reliability Statistics	
Cronbach's Alpha	N of Items
.562.	9

Here the Dependent Variable is Recruitment and Termination System.

Hypotheses Testing:

1. **There is relationship between Recruitment & Termination Process and Efficiency of Recruitment System:** From the below chart we can easily say that there is a relationship between Efficiency of Recruitment Process and Recruitment & Termination System as the Pearson Correlation is not equal to 0 and the significant level is less than .05.

Correlations			
		Efficiency of Recruitment Process	Recruitment & Termination Process
Efficiency of Recruitment Process	Pearson Correlation	1	.436**
	Sig. (2-tailed)		.016
	N	20	20
Recruitment & Termination Process	Pearson Correlation	.436**	1
	Sig. (2-tailed)	.016	
	N	20	20

** . Correlation is significant at the 0.01 level (2-tailed).

2. **There is relationship between Recruitment & Termination Process and Competence of Termination System:** From the below chart we can easily say that there is a relationship between Competence of Termination Process and Recruitment & Termination System as the Pearson Correlation is not equal to 0 and the significant level is less than .05.

Correlations			
		Competence of Termination Process	Recruitment & Termination Process
Competence of Termination Process	Pearson Correlation	1	.576**
	Sig. (2-tailed)		.006
	N	20	20
Recruitment & Termination Process	Pearson Correlation	.576**	1
	Sig. (2-tailed)	.006	
	N	20	20

** . Correlation is significant at the 0.01 level (2-tailed).

Criticism:

While making the report about the Recruitment and Termination Process of BEACONHOUSE School System, I have come to learn some problems regarding the Human Resource Department. As they are at the first face of the development of the Human Resource Policies and the Department itself, it is considered and forecasted that BEACONHOUSE School System will do very good in the near future. But as a very important requirement of the term paper, I am providing the problems that I felt when I was working with the term paper in BEACONHOUSE School System.

- Primarily, I wanted to cover the problems and prospects of the organization and later the formats they are using to organize and maintain the HR as a whole, but unfortunately because of some unavoidable issues and conditions, the authority rejected my proposal of doing or disclosing those.
- BEACONHOUSE School System has invested more than 30 lakhs BDT for developing a ERP software, database management system of the organization. But the applications need a body of expertise to run and make it helpful and productive towards the company. But the Human Resource Department does not tend to recruit any expertise for the following activities and that is why the software is untouched regarding the Human Resource Management module.
- The Recruitment Process along with the selection process is good but there is no performance appraisal method. The authority should introduce such a procedure.
- Regarding the Salary Structure, I asked the basic amount of salary provided to the employees and they tend not to answer the question properly. But I asked some of the employees about their salary and found that 2 persons in the same position is getting different salaries which a matter of suspense.

- Performance Evaluation Procedure seemed to be totally new in the HR department in BEACONHOUSE School System. They should also study and practice this segment to maximize the productivity.
- Because of lack of forecasting of Human Resource Department executives and policy makers some of the areas are still uncovered. So, they should develop a marketing and promotion as a Public Relation as well.

Conclusion:

BEACONHOUSE is one of the largest private sector school organizations in the world. With our vast and growing network, we at BEACONHOUSE are always on the lookout for skilled and capable people willing to take on a challenge. BEACONHOUSE offers competitive employee packages and has a vibrant and dynamic working environment. There are a variety of job opportunities at different levels available in our organization in two specific areas: academics and corporate. A significant number of job opportunities are for teaching and other school-based positions that are routed through our online recruitment system.

Launched towards the end of 2011, The BEACONHOUSE Times Online is an interactive news portal that connects the BEACONHOUSE community, including parents, across 9 countries. A network of student and teacher correspondents provides campus news on a regular basis, facilitating the sharing of achievements of BEACONHOUSE students, teachers and staff members across the world. Features are regularly added on TBT Online including discussion forums, online competitions, student polls, upcoming events, videos, and educational features.

Appendix:



Questionnaire ?
**Recruitment and Termination System
of
BEACONHOUSE School System.**

Part: A – General Inquiry (Uncontrollable)

1. Name of the Interviewee :
2. Designation
3. Age of the Interviewee :
 - A. 20 to 25
 - B. 26 to 30
 - C. 31 to 40
 - D. 40 to 50
 - E. Above 50
4. Gender of the Interviewee:
 - A. Male
 - B. Female
5. Educational Background :
 - A. SSC
 - B. HSC
 - C. Hons/Bachelors
 - D. Masters
 - E. Others
6. Since how many years have you been working with the organization?
 - A. 0 – 3 years
 - B. 3 – 5 years
 - C. 5 – 10 years
 - D. 10 – 15 years
 - E. More than 15 years

Part: B – (Controllable)

• **Scales:**

	1	2	3	4	5		
	Strongly Disagreed	Disagreed	Moderately Agreed	Agreed	Strongly Agreed		
1. The organization clearly define the position objectives, requirements and candidate specifications in the recruitment process			1	2	3	4	5
2. The organization do proper Job Analysis before Selection Process begins			1	2	3	4	5
3. The organization is doing timeliness recruitment and Selection process.			1	2	3	4	5
4. HR provides an adequate pool of quality applicants.			1	2	3	4	5
5. Rate the effectiveness of the interviewing process and other selection instruments.			1	2	3	4	5
6. How would you rate the HR department's performance in recruitment and selection,			1	2	3	4	5
7. Rate how well HR finds good candidates from non-traditional sources when Necessary,			1	2	3	4	5
8. Resume screening and Shortlisting method used by the organization is satisfactory.			1	2	3	4	5
9. Methods of the interviews are ethical, satisfactory and nondiscriminatory.			1	2	3	4	5
10. The organization does employee verification before and after selection.			1	2	3	4	5

11. Lack of opportunity and promotion procure termination in the organization mostly.	1	2	3	4	5
12. The number of termination by the management is less than the number of resignation.	1	2	3	4	5
13. Inadequate pay is one of the major factors of the raising rate of termination.	1	2	3	4	5
14. Regarding the termination process, management is not biased.	1	2	3	4	5
15. Terminations are both logical and ethical in the organization.	1	2	3	4	5
16. The employee is informed and he/she gets enough time to adapt before termination.	1	2	3	4	5
17. Retirement is an important variable in the termination process.	1	2	3	4	5
18. Employees have to face many problems at the time of termination regarding the payroll factors.	1	2	3	4	5
19. Dissatisfaction can make the termination rate higher.	1	2	3	4	5
20. For the stuffs situated in the last position in the management hierarchy, Theft and bribe taking are the reasons behind high termination rate.	1	2	3	4	5

Thank you for your cooperation.





Recruitment & Termination System of BEACONHOUSE SCHOOL SYSTEM

M. K. M. Ferdous Hassan

#ID: 12204124