



**INTERNSHIP REPORT ON**  
**A STUDY ON RECRUITMENT AND SELECTION PROCESS**  
**OF**  
**The C.P. Bangladesh Co., Ltd**



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## Letter of Transmittal

30<sup>th</sup> January, 2016

To,  
Mr.Mahmudul Haq  
Associate Professor  
BRAC Business School,  
BRAC University

**Subject: Submission of Internship Report on “Recruitment and Selection Process of C.P.Bangladesh Co., Ltd.”**

Dear Sir,

With great pleasure, I would like to submit my internship report on “**Recruitment and Selection Process of C.P.Bangladesh Co., Ltd.**” as a part of my MBA Internship Program. The twelve week internship program provides me great experience to working with in a professional environment. I have discovered this study very motivating, beneficial and meaningful for me. I have combined my three months internship experience, research and theoretical knowledge to prepare this report.

I have tried my level best to follow the proper guideline you have provided to me. The report contains brief on C.P. Bangladesh Co.,Ltd, my internship experience on the organization and main research on the recruitment and selection process of C.P.Bangladesh Co.,Ltd.

I would like to express my profound gratefulness for your kind attention and for reading my report. I candidly wish my analysis of report work will help to give a details idea about the Recruitment and Selection process of C.P.Bangladesh Co.,Ltd. I hope you will find this report valuable and consider the errors that may take place in the report in the spite of my best effort.

Sincerely Yours,

---

**Nadia Jahan**  
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## ACKNOWLEDGEMENT

The successful completion of this Internship Report is the result of the contribution from number of people, especially those who have given the effort and their valuable time to share their opinion and suggestions to improve the report. At the very beginning I would like to express my deepest gratitude to Almighty Allah for giving me the strength and the consistency to finish the task within the scheduled time.

The guideline and preparation of the report was supervised and directed by Mr. Mahmudul Haq, Associate Professor, of BRAC Business School, BRAC University. I would like to express my appreciation to him for providing me all the guidance and support that I needed mostly.

I would like to thank,

- Mr. Suchat Suntipada, President of C.P. Bangladesh Co., Ltd.,
- Mr. Supot Thadajan, Head of Human Resource and Administration, C.P. Bangladesh Co., Ltd,
- Mr. Moinul Islam, Manager of Human Resource Division, C.P. Bangladesh Co., Ltd.
- Mr. Md. Kamruzzaman, Manager of Human Resource Sourcing and Selection (HRSS) Department, C.P. Bangladesh Co., Ltd.

All members of Human Resource Division team for providing me guidance and with proper information that was very much needed in order to successful completion of this report.

Finally, my sincere gratitude goes to my family and friends for supporting me, sharing their thoughts and giving me the moral support during the preparation of this report.



## Executive Summary

C.P group is a fully foreign owned multinational organization. It is established in 1921 in Bangkok, Thailand as a private company and had developed successfully integrated agri-business. They converted to public limited company in 1999 with their corporate vision 'Kitchen of the world' and adopted strategy to be a world class food producer by providing tasty, healthy and hygienic foods to customer. now they are successfully operating business in 25 countries in the world.

In addition, the aim of the report is to identify the theories and concepts which are discussed in my MBA program can be practiced in the aspect of recruitment and selection process at a multinational organization operating in Bangladesh. This report is divided into three parts. First part is details about the organization, second part is my internship experience in the organization and third part deals with the Recruitment and selection process practices under Human Resource Division of C.P. Bangladesh Co., Ltd.

Moreover, C.P, Group started business in Bangladesh in 1998 and registered as C.P. Bangladesh Co., Ltd. (CPB) in our country. Bangladesh is an agricultural country and the company target is to expanding agri-business, foodbusiness, develop people and develop CSR activities. The company is already established their operations in different area of the country.

C.P. Bangladesh Co., Ltd has a strong corporate management structure that helps to run the business successfully. The company always follows corporate rules and regulations, ethics and loyalty of organization that is one of the secret behind their success.

In addition, C.P. Bangladesh Co., Ltd. is trying to develop economic condition of Bangladesh by developing agri-business and providing lots of opportunities for people to work with them. their organization is totally discrimination free and is always well come talented and eligible candidates to join with them from every corner of Bangladesh.

Moreover, the Company always take care employees by providing proper salary and benefits. Company always educate employees and arrange different training programs, performance appraisal and job evaluations for strengthen the effectiveness and efficiencies.

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# **CHAPTER-1**

# **INTRODUCTION**

## **1.1 Introduction:**

Bangladesh is an agriculture based country. Almost 84% population is directly or indirectly involved with agriculture business. Now a days Multinational organizations are also trying to develop in this sector as well. C.P. Bangladesh Co., Ltd is one of the leading multinational organization which is contributing in Agri-business sector in our country and developing this sector rapidly by establishing and expanding feed, farm and food business units in Bangladesh. .People are getting opportunities to work as a MNC like C.P. Bangladesh Co., Ltd. and on the other hand Bangladesh is introducing as a well-known high potential Agri-business sector globally.

## **1.2 Origin of the Report:**

This internship report is prepared for making a study on Recruitment and Selection Process at C.P Bangladesh Co., Ltd. It's an obligatory to perform internship project for completing of MBA program at BRAC University.

The study has been conducting for the contribution of a multinational company in the agrobusiness sector in Bangladesh and the scope they are offering people by recruitment and selection process for employment and ensure opportunities for better their standard of living.

The guideline and preparation of the report was supervised and directed by Mr. Mahmudul Haq, Associate Professor, at BRAC University and I am thankful to him for assigning this project.

## **1.3 Objective of the Report:**

The main objective of this internship report is to recognize and identify the theories and concepts, which discussed in the MBA program and that can be applied in the aspect of Recruitment and Selection process of an organization in Bangladesh.

### **The objective of this report is to:**

1. Describe details about the organization and explain the various policies and procedures, functions and activities of human resource division.
2. To experience different recruitment and selection activities which are followed by The C.P. Bangladesh co. Ltd.
3. Recognize and identify how theories and concepts that thought in MBA program, which are applied in recruitment and selection process.
4. Propose suggestions and recommendations for the practitioners which can help management further to apply best practices of human resource management in the organization.



#### **1.4 Methodology:**

This report is prepared based on using primary and secondary data resources. Primary data was collected by observing the process and procedure of recruitment and selection of the organization, interviewing employees while working as an intern in human resource division at C.P. Bangladesh co., ltd.

Secondary data was collected from organization employee, documents, company website and relevant books.

#### **1.5 Limitations:**

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

1. Large scale research was not possible due to time constraint
2. Relevant data and documents collection were difficult due to the organization confidentiality.
3. Management is very busy with their daily works. So all requirements can't be included.
4. Not enough information in the company's website. So information collection was difficult.
5. Published information is not up to date

**CHAPTER-2**  
**ABOUT**  
**C.P. BANGLADESH CO., LTD**

## **2.1 Introduction:**

The Charoen Pokphand Group (**C.P.**) is Thailand's biggest private company and is one of world's largest multinational Group. Growing organized with Thai society for almost a century, Charoen Pokphand Group (or C.P. Group) has been manufacturing quality goods and services not only to help growing demand but to function its businesses through professional, ethical and moral practices that have been well established throughout the world. Charoen Pokphand Group Co. Ltd., through its subsidiaries, involves in the businesses of agro-industry and food, marketing and distribution, and telecommunications in Thailand and globally. Its agro-industry and food business includes farming of poultry, swine, and shrimps. The company's marketing and distribution business comprises network installation and facilities of fixed lines, subscription-based television and mobile phones; and fixed lines, 3G mobile phones, and Internet. It also offers seeds, composts, and plant protection products, such as vegetable and corn seeds, pet foods for Cats, Dogs, Fishes, Fancy mice, Rabbits and Horses and automotive and industrial products.

## **2.2 Organization History:**

Chareon Pokhpand ltd. known as C.P Company limited is a multinational company that registered Corporate Head quarter in Thailand. C.P Company Ltd. is operating business in 25 countries all over the world and more than 300,000 (Approximately) employees working worldwide for this organization. The company has established in 1921 based in Thailand as a private organization and in 1998 started their business in Bangladesh. The integrated operations of C.P in Bangladesh are raw material sourcing for animal feed production and distribution, animal breeding and farming, meat processing and the manufacture of ready-to-eat cooked meat products.

Over 86 years ago, founders of C.P company Mr. Ek Chor and Mr. Siew Whooy established a small seed shop named 'Chia Tai Cheung' in Bangkok's Yaowarat area (China Town). After that they started the production of animal feed and later on initiated livestock farming, processing, marketing and distribution to become integrated and they had developed into a fully integrated agribusiness (from seed to feed to farm to food), in 1978 C.P registered under the name Charoen Pokphand Feed mill Company Limited to production and distribution animal feed in Thailand. In 1994 they converted from private company to public limited company. In 1998 C.P acquired common shares of 3 agro industrial public companies foods, retail 7eleven and telecommunication. In 1999 the company is renamed as "Charoen Pokphand Foods public Company Limited" to reflect C.P.F vision of becoming "Kitchen of the World" and strategy to be a world-class food producer. From 2002 to 2012 they invested business in UK 2002, China 2002, Turkey 2004, in 2006 they invested in Russia and Laos and started to begin production with domestic and global distribution of ready to eat products under C.P brand. From 2005 to 2012 they invested in India, Malaysia, Taiwan, Philippines, and Cambodia etc.

The C.P. Group's strong commitment to the '3-Benefits' principle has contributed to the organizations sustainable growth. Those are:

- Benefit to the Country.
- Benefit to the People.
- Benefit to the Company

“Benefit to all countries it has invested in, to be of benefit to the people of those societies and to be of benefit to the company that consists of shareholders, executives and employees” (CP Web, 2015).

### **2.3 Objectives, Vision, Mission & Core Values of C.P Bangladesh Co. Ltd (CPB):**

The main objectives of the company is:

1. To be a leader in Agro-business industry in Bangladesh
2. To increase the market share & maximization profit.
3. Expand business all over the world.
4. Focuses to provide high quality food products at reasonable price for everyone
5. Ensure highest level of safety while having business adhering to environmental friendliness and social responsibility.

#### **2.3.1 Corporate Vision:**

Vision is the long term goal of an organization. The corporate vision of C.P Bangladesh Co., Ltd is:

**“Kitchen of the World”**

The company goal is to become a globally renowned corporation which is strongly committed to fulfil the longing of high quality food products that are nutritious, hygienic and safe. (CP Web, 2016)

#### **2.3.2 Corporate Mission:**

Corporate mission statement of C.P Bangladesh Co.Ltd is:

1. Expanding feed mill factory (livestock & agriculture).
2. Expanding hatchery and breeder farm.
3. Expanding broiler & breeder farm.
4. Expanding agriculture business & food business.
5. Focus on people development.
6. Building strong & strategy CSR.

#### **2.3.3 Core Values:**

For almost a century, the C.P. Group has gained the trust of societies locally and abroad. The organization remains committed to improving the livelihood and well-being of the people and aims to play its part in strengthening the growth and sustainability of the economy, society and environment.

For a towering tree to grow, its roots must be strong and stable. This belief is more evident for the C.P. Group which upholds its core values, inherited from generation to generation, to sustainably advance and grow its businesses with spirit and integrity they have their most valuable six core values which are strictly pursue and practices by employees. Core values are:



- 1. Three benefits to sustainability:** The sustainability of businesses is based upon people, society and the country and cannot be achieved independently. To behave with responsibility for department and not to against ethics and rules of law of the country Performed task assigned, deliver and contribute result in time for benefit of company. To behave with responsibility, build conscious mind for team work, department and company according to rules and regulations. Participate public social activities in department, business and outside company.
- 2. Speed & quality:** The world of today is without borders and for businesses to survive and sustainably growth, speed and quality are key factors to help cope with constantly changing circumstances, technology, information, consumer behaviours, trade regulations and so forth. Therefore, the C.P. Group places great importance on efficiency and effectiveness that is practiced by all its employees. Speed and quality is to understand own target of both efficiency and effectiveness. To conduct assigned task according to plan and process completely, appropriately and timely. Make proper decision based on methodology and process or ask recommendation before making decisions. Eager to learn new things, improve work quality, concentrate on product quality.
- 3. Simplification:** simplification focuses on the development and improvement to reduce the unnecessary working processes. Innovation and technology is utilized for the ease and convenience at work, resulting in effective and efficient management. Having positive attitude, plan and improve work methodology. Systematically thinking for easy proceeds and implementation. Thus, simplification is an important value for the practice of everyone working for the C.P. Group as it has greatly contributed to the organizations success.

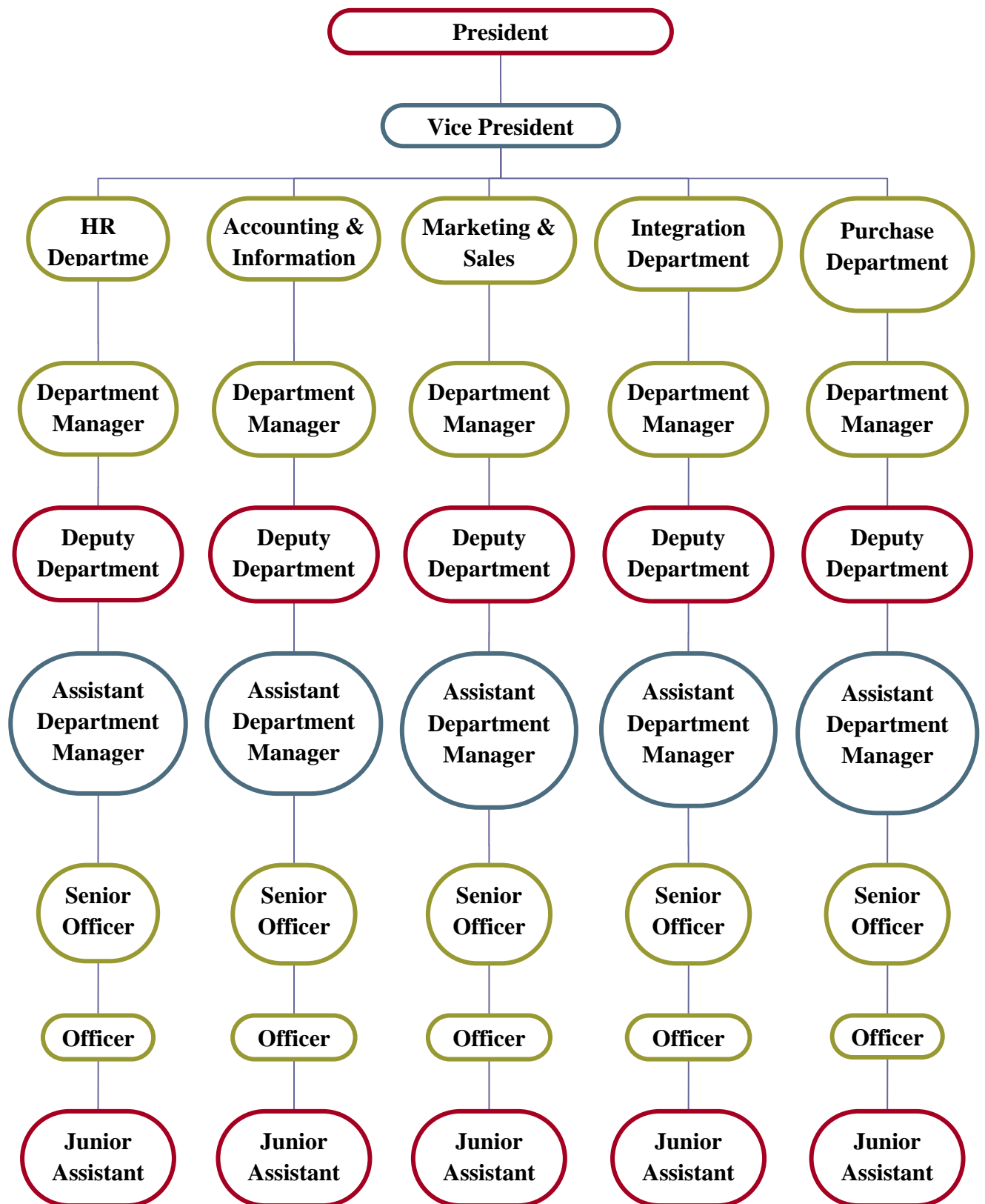
- 4. Adopt to change:** As the world is full of challenges, businesses continually face a wide range of changing circumstances, from the transformation of social conditions, economy, politics, technology, consumer behaviours etc. Therefore, the key strategy supporting the C.P. Groups growth to become a leading company to this very day involves its ability to accept changes in order to readily cope with the changing circumstances. Ability to co operate with others, encourage and advocate others, adapt new work procedures and ability to convert organizations objectives into concentrate personal and developmental plans. The uncertainty greatly motivates everyone at the C.P. Group to accept change and adapt accordingly.
- 5. Innovativeness:** Creativity is a driving force that advances every level of the business operation from methods to processes, products and services. The development of innovation is what thousands of C.P. Group employees seek to achieve in order to become an innovative organization where the best products and services can be created for consumers. Innovativeness means develop new ways of thinking, search new ways to create added value for organization and customers, evaluate the efficiency of new methods and result that will lead to achieving the organizational objectives , evaluate risks and prepare for risk that may occur during the implementation of new innovations.
- 6. Integrity, Honesty & Reciprocity:** The C.P. Group has for almost a century operated its business based on the value of integrity and honesty. Integrity, honesty and reciprocity means respect and abide by the policy, relevant rules and code of ethics. Ability to exhibit honesty and integrity in one's work, motivate team members and influence colleagues to conduct their work with honesty, integrity, devoid of bias or for personal gain.

## 2.4 Company Profile:

<i>Name of the Organization</i>	<b>C.P. Bangladesh Co., Ltd (CPB)</b>
<i>Type</i>	Multinational Organization
<i>Corporate Headquarters</i>	Bangkok, Thailand
<i>Vision</i>	“Kitchen of the world”
<i>Business categories</i>	Agro-business and food
<i>Year of establishment</i>	1921
<i>Operation started in Bangladesh</i>	1998
<i>International Operations</i>	25 Countries
<i>Number of employees globally</i>	300000+ (Approximately)
<i>Number of Employees in Bangladesh</i>	3000 + (Approximately)
<i>Number of Employees in Human Resource Division</i>	9
<i>Registered Office</i>	House #28, Alaol Avenue Uttara-6, Dhaka 1230 Bangladesh.
<i>Contact</i>	02-8919103,8919479
<i>Company website</i>	www.cpbangladesh .com <a href="http://www.cpgroupglobal.com">www.cpgroupglobal.com</a>

(Source: CP Web, 2015)

## 2.5 Organizational Structure:



(Source: CP Web, 2015)



## 2.6 Business Operations in Bangladesh:

C.P Bangladesh business is spreading business operations all over Bangladesh. Currently more than 3000 (Approximately) employees are working in around Bangladesh and conducting various types of agro and food business operations. Details are as follows:

<b>Business Operations</b>	<b>Total</b>	<b>Description</b>
<b>Feed Production business</b>	4 feed mills	Produce broiler, layer, breeder, fish & cattle feed.
<b>Hatchery business</b>	9 Hatchery	Hatchery farms produce quality day old chicks (Layer and broiler) that are healthy, sturdy and suitable to the farming condition of Bangladesh
<b>Breeder farm business</b>	More than 24 Breeder Farms	Supplies the hatching eggs to the hatchery business from different regions of Bangladesh.
<b>Aquaculture business</b>	3 fish hatchery	C.P.Bangladesh Co.,Ltd. has three fish hatcheries. Those are: Comilla, Sherpur and Dashuria fish hatchery and does three type of products: Floating Fish Feed, Sinking Fish Feed and Tilapia Baby Fish (0.3-0.5g size)
<b>Integration business</b>	12 layer and broiler farms	There are 12 layer and broiler firms under Integration business of the company and there are more than 18 sales branches in Bangladesh.
<b>Food business</b>	More than 258	CP Food Business is one of the three core businesses of the Thai based global conglomerate- CP Group. It mainly produces and markets poultry products that are Ready-to-eat products, Ready-to-cook. There are more than 258 food outlets in Dhaka and Chittagong together.
<b>Organic fertilizer business</b>		Organic fertilizers are a kinder, gentler way to give plants the nutrients they need. It is very eco friendly farming system .Organic fertilizers usually come from manure and guano of chickens of various farms.
<b>Animal health product</b>		CPB Animal Health medicines are very effective to prevent and treat diseases mainly in pets, farm chickens and farm fish. C.P. Bangladesh Co., Ltd. is the exclusive dealer of Interchemie, Holland, Loahmann Animal Health, Germany, USA
<b>Seed business</b>		C.P Bangladesh Co., Ltd. established its Seed Business as a part of Business Diversification during the year 2005-06. Company Imports Hybrid Corn seed from C.P Seeds India Pvt. Ltd.

## 2.7 Product Line of C.P Bangladesh Co., Ltd:

C.P Bangladesh Co., Ltd (CPB) is offering three types of product line in Bangladesh. Those are: Feed, Farm, Food products. These product lines consists of Livestock, Business Line and Aquatic Business Line. Details are as follows:

### 2.7.1 Feed production business:

**Livestock Business Line:** CPB is the leading company to produce various types of livestock feed .they have 4 Feed mill those are: Dhaka, Chittagong, Chuadanga and Rajshahi feed mill. CPB pays attention to continuous improvement on their production efficiency, product quality and keeps up-to-date on international requirements and standard. High quality feed with low feed conversion ratio to help farmers lower their farming costs. CPB formulated pellet feed to meet the nutrition requirements appropriate to each stage of animal rearing and growth. Production processes are computer controlled to ensure consistency in quality and specified standard our procurement policy is to purchase quality raw material meeting the required nutrition standard with priority given to domestic suppliers to support our local farmers as well as minimize transport cost

**Aquatic Business Line:** CPB is also a leader of Producing & Distributing of various forms of shrimp and fish feed through agents/distributors located in shrimp farming areas. CPB is always concern about the customer satisfaction so that Production processes are monitored and ingredients tested to ensure quality, provide technical knowledge through seminars and academic service centers, printed materials to ensure sustainability.



Dhaka Feed Mill (Source: CP Web, 2015)

## 2.7.2 Broiler farm Business, Hatchery & Breeder farm Business :

**Livestock Business Line:** Animal Breeder: CPB is the leader in the research and development field of natural genetic selection. The objective is to produce quality breed that is healthy, sturdy and suitable to the farming condition. CPB produces parent stocks of chicken broiler, duck and swine as well as broiler chick, layer chick, layer, duck and piglet

**Live Animal, Fresh Eggs and Processed Livestock Meat:** CPB emphasizes on continuous research and development in farming technology and techniques suitable to domestic growing condition, effective disease prevention, fast growth and low feed conversion ratio for high productivity and low production cost. Products in this category include live chicken, layer egg, live duck, duck egg, live swine, and processed livestock meat. These products are distributed to end consumers by our agents/distributors. Products are also distributed and sold to wholesalers, retailers and company-owned food processing plants and other processing plants in Thailand. Prices of product fluctuate depending on the supply and demand.

**Aquatic Business Line, Shrimp Fry and Fish Fry:** Quality shrimp fry is an important factor to ensure success in shrimp farming. CPB invests in research and development to produce quality fry that are disease resistant and suitable for growing in different climatic condition.

**Fresh Shrimp and Frozen Shrimp:** Fresh shrimp raised and harvested from CPB's farms are supplied to company-owned processing plants. CPB employs closed farming system which is environmental friendly and bio-secure.



CP Firm (Source: CP Web, 2015)

### 2.7.3 Food:

In 2005 C.P Group acquired the five star business as a tie into the food industry. . C.P. Food motto is:

**“Good Food, Good Health, Fresh, Delicious, Convenience and safety food with CP products”**

C.P is well known for its ready mate food products which brand name are known as CP five star. They produce ready-to- eat products to provide tasty, healthy and hygienic food to serve their valuable customers. There are more than 258 CP five star outlets in Dhaka, Chittagong and Sylhet and future plan is to expanding business to other districts. The company is also a big supplier of ready mate food in super shops, hotels and restaurants.



### 2.8 Management of C.P. Bangladesh Co., Ltd:

C.P. Bangladesh Co., Ltd. is a fully Thai owned multinational organization that always follow participative management approach by a worker representative in managing committee. But strategic and most of the decisions are taken by top level of management. CPB takes various long term, short term and Intermediate decisions depends on the situation arrived. This organization follows their traditional corporate structure.

As a multinational organization the management of C.P. Bangladesh Co., Ltd. has standard structured management system. The company management is headed by one President who is responsible for all line functional activities and the Vice Chairman is responsible for staff functional activities and perform as an advisory role. President is assisted by the department managers, Deputy department managers and Asst. department managers. General

administration is conducted by the executives of the company. General administration is assisted by senior officers and they entrust with the production responsibility of the company. Senior officers are assisted by officers and junior officers in particular department.

## **2.9 Quality Policy of CP:**

- Commitment to places highest importance to Product quality to meet up the standards, serve verity needs of customers & most important is safe for consumption
- CPB use a system to randomly check the quality of raw materials and products throughout the production process
- The organization has adopted ISO 9002 production & management system & British retail consortium standard a production process and human resource management system.
- The OSHAS 18000 Occupational Safety & Health Administration Management system.

## **2.10 Corporate Culture:**

Company's policy is to bearing green business that does not carriage ecological effects on communities and sustainably manages production resources to guarantee food security.

In corresponding with research and development, the company focuses on personnel development, applying CSR standards, good governance and risk management to guarantee a strong business that enjoys sustainable growth and is able to compete at the international level.

C.P Bangladesh includes CSR as one of its strategies for sustainable growth. It is determined to conduct business with morality and transparency while maximizing benefits and positive impacts on all stakeholders. This topic covers human rights, labour rights, fair business practices, manufacturing high-quality and safe products for consumers, creating and spreading innovation, community and social development, environmental management, providing a safe and pleasant work environment for its personnel, and abiding by laws and regulations regarding safety, health, and environment. The Company's Corporate Social Responsibility toward a Sustainable Business is publicly reported in company's annual report, Form 56-1 report, and website.

Furthermore, the Company raises the conscience of local and overseas personnel to value CSR by adhering to three philosophies that focus on the interests of the country, the people, and the Company. It puts emphasis on each employee giving back to the country and doing good deeds for society whenever the opportunity presents itself.

## **2.11 CPB in Community:**

The social events of CPB support activities that are devoted and helpful toward the societies and organization rather without expecting anything kind of return. Following are included in that:

- Technology Transfer
- Environment & Energy Saving
- Health & Consumer Care
- Public Welfare
- Sport
- Community Relation Project

C.P.Bangladesh Co., Ltd. is a truly multinational company that based on own philosophy, has specific objectives, mission, vision and values that specifies the company culture and provides the direction to operate the future business appropriately. The Company has a well-structured management operating verity of business units in our country and also participator as a public social activities in the business, company and outside company.



# **CHAPTER- 3**

## **MY INTERNSHIP EXPERIENCE AT CP BANGLADESH CO., LTD**

### **3.1 My Internship Activities in CP Bangladesh Co., Ltd:**

I have an opportunity to work as an intern at CPB for 3 month internship from 15<sup>th</sup> May 2015 to 31<sup>st</sup> August 2015 in the head office base at House #28, Alaol Avenue, Uttora-6 Dhaka. I worked in Human Resource Division (HRD), where internship program provide me remarkable opportunities and scopes to learn about the practical of HR practices, which will help me to develop my future career. Through the internship program I have learned regular corporate work experience that could not be learnt from the classroom. From the regular work experience I have learnt about the whole recruitment process, compensation and benefits system, the training process. I learnt about the challenges, limitations, corporate culture and behavior of corporate worlds. Since my first day, I had the chance to handle a multitude of tasks and responsibilities of real worked experience in a truly MNC.

### **3.2 Job Description and Responsibilities of CPB:**

I have performed different responsibilities that are conducted by Human resource division. I was assigned to the following jobs on regular basis. Those were:

- ✓ **Collecting resumes**
- ✓ **Screening resumes**
- ✓ **Preparing candidate profile summary for examination**
- ✓ **Preparing call list for written , viva and practical test**
- ✓ **Preparing top sheet and exam paper**
- ✓ **Preparing attendance sheet for candidates**
- ✓ **Allocating questions and exam papers**
- ✓ **Checking answer scripts**
- ✓ **Making list of finally selected candidates and call them for final interview**
- ✓ **Maintain E-CV bank regularly**
- ✓ **Maintaining rejected resumes**
- ✓ **Photocopy and scanning important papers**
- ✓ **Taking all signatures**



### 3.3 Observations:

1. **Constant Recruitment and Selection Process:** Recruitment is a continuous process of CPB, HRSS division has done recruitment and selection tasks chronologically Almost every week
2. **Proper Use of Recruitment Management Policy and Procedure:** Human resource is all about policy and procedure.CPB are strictly follows their recruitment management policies during recruiting process. There are no unfairness or unethical practices in screening and selection.
3. **Documentation Process:** Recruitment is very important process for an organization. Before starting the process till employee joining they do lots of discussions, query and documentation.
4. **Exceptional Environment for Intern:** In CPB interns are directly put on process. The company train interns and teach them perfectly so that they can practice and use their learning effectively and efficiently and develop themselves to build up future career.
5. **Recruitment process and academic learned:** From my observation C.P. Bangladesh Co.,Ltd recruitment process is an ideal process. It is correlate with my learning from book and HRM course. More or less, they are same process so, I did not find any difference between them.

### 3.4 Learning Outcome:

- ✓ Learning the Team work to complete task in organizational aspects
- ✓ To maintain Time management strictly to arrange, organize, schedule and finish my task in exact time.
- ✓ Maintain the respective Corporate culture & decorum of the organization
- ✓ Learn the Work under pressure to complete task and deal with stress.
- ✓ Maintaining Communication with colleagues and superiors appropriately
- ✓ Behaving like professionally and ethically.
- ✓ Monitoring, correcting and improving my performance
- ✓ Working, Identifying, and understanding with professional standards.

**CHAPTER – 4**

**RECRUITMENT AND SELECTION  
PROCESS OF C.P. BANGLADESH CO.,  
LTD.**

#### **4.1 Introduction of Human Resource Management:**

Human Resource Management (HRM) is an extremely important area in organization, because today's management concept are increasingly become people oriented in character. human resource management involve all managerial decisions and practices which directly effects and influence the person or human resource who works for the organization.

HRM is a process of hiring and developing employees to an organization development and enable organization to achieve its vision successfully. Company follows an enthusiastic policy for recruitment, training and development, motivating, organizing and retaining and maintaining the existing human resources on the basis of quality education, training and operating experiences Human resource department is concerned with the "people" dimension in management into a company. HRM is helping employees to achieving their services, developing their skills, motivating them to high levels of performance, essential to achieving organizational objectives and ensuring that they continue to maintain promise to the organization.

Human resource department of CP Bangladesh com ltd strictly follows its policy and procedures that practices best approaches with legal and ethical consideration. The main purpose of human resource department is to establish organizational policy and Procedure that related to employees of CP Bangladesh co., Ltd. It provides specific guidelines of operation of human resource division with a vision that the expected standards that are maintained. It also provides specific direction regarding the assessment, evaluation, reward system and long term benefits of employees of the company.

#### **4.2 Terminology of HRM:**

Although there are some terminology of HRM that must be follows by managers before recruitment process. Those are as follows:

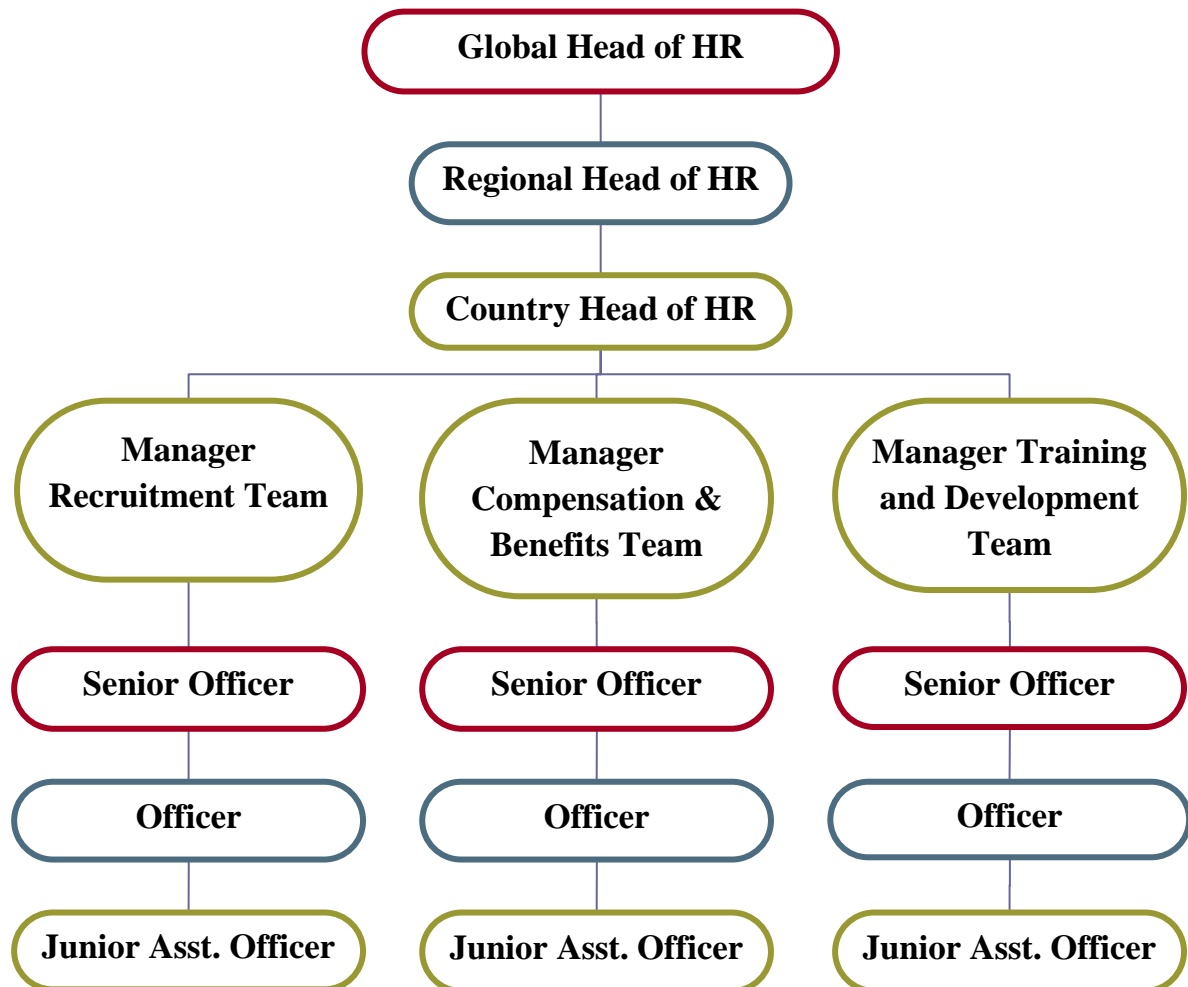
- 1. Job Analysis:** Job analysis is to classify the nature of the job, the knowledge and skills that is required to accomplish the job effectively and the circumstances under which the job is performed. It's a systematic process for gathering, recording and scrutinizing information in order to define jobs and sometimes the job responsibilities, employee's necessities, and the job framework or working circumstances.
- 2. Job Description:** It is a brief written statement of job holder's duties, the process, the conditions etc. Job description plays a very important role in the field of human resource management. Job description explain the work duties and responsibilities concerned, the skill or training requirements, the conditions under which the work is done and the type of person is required for the vacant post.
- 3. Job Specification:** In job specification, manager will point out those skills that are need to perform. Here, he will describe about educational qualification, experience, and age limit. If experience is not needed, manager will write that experience is not mandatory but preferable." If needed manager can add other requirements.

### 4.3 Human Resource functions of C.P.Bangladesh Co.,Ltd:

Human Resource Division of C.P.Bangladesh Co., Ltd has classified into three teams. Those are Human Resource Sourcing and Selection team (HRSS) for perform recruitment and selection process, Training and Development team for providing all training and employees development, Human Resource Service Center (HRSC) for providing employee compensations and benefits facilities. Details of functions of Human Resource Division are as follows:

HR Departments of CP Bangladesh CO., Ltd	Responsibilities
<b>Human Resource Sourcing And Selection Department (HRSS)</b>	<ul style="list-style-type: none"> <li>▪ Job announcement</li> <li>▪ Internship Program</li> <li>▪ Provide applications</li> <li>▪ The preliminary interview</li> <li>▪ The final interview</li> <li>▪ Singing up joining documents</li> <li>▪ Background verification</li> <li>▪ Placement</li> </ul>
<b>Training and development</b>	<ul style="list-style-type: none"> <li>▪ Basic training (orientation)</li> <li>▪ On the job training</li> <li>▪ Functional training</li> <li>▪ Leadership training</li> <li>▪ Scholarship training</li> <li>▪ Talent and successor planning</li> <li>▪ Training evacuation</li> <li>▪ Performance development plan and career path</li> <li>▪ Competencies</li> </ul>
<b>Human resource service centre</b>	<ul style="list-style-type: none"> <li>▪ Employee welfare</li> <li>▪ Medical reimbursement</li> <li>▪ Maternity benefit</li> <li>▪ Accidental insurance claim</li> <li>▪ Employee bank account</li> <li>▪ Leave and attendance procedure</li> <li>▪ Employee ID card management</li> <li>▪ Payroll and benefits</li> <li>▪ New employee joining</li> <li>▪ Employee salary approval</li> <li>▪ Employee transfer</li> <li>▪ Merit salary increase</li> <li>▪ Promotion of employees</li> <li>▪ Salary allocation</li> <li>▪ Employee data management</li> <li>▪ Resignation</li> <li>▪ Layoff</li> <li>▪ Transfer</li> </ul>

#### 4.4 The Structure of HR Division:



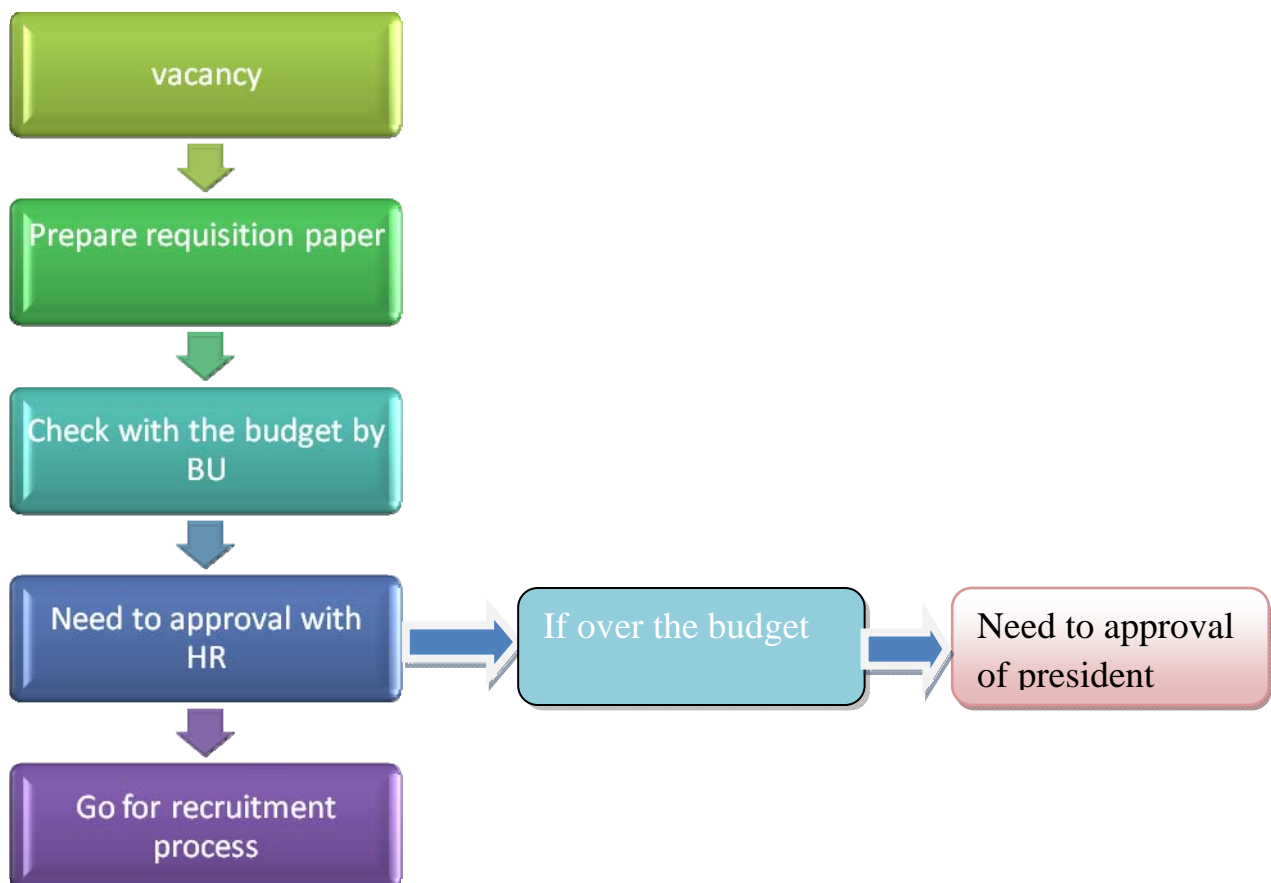
## 4.5 Recruitment and Selection Process of C.P Bangladesh Co., Ltd:

### 4.5.1 Introduction:

Recruitment is the process of identifying organizations needs screening and selecting to eligible personnel for specific job. Recruitment and selection process refers to the chain and sequence of activities that refers to recruitment and selection of employable candidates and job seekers for an organization. Each and every organization has some well-defined employment and recruitment policies and hiring procedures.

CP Bangladesh Co., Ltd. believes that employees are the most valuable resource that is truly a key to the company's success. In other words, employees are views as the "Human Capital" which needs to be continuously invested for creating value-added to company and their own.

### 4.5.2 Recruitment Process:



#### **4.5.3 Receiving Manpower Requisition Form:**

**Step-1.** At first, vacancy created in concerned business department. There are two types of vacancy:

- i) Replacement
- ii) New position

If vacancy is against replacement, managers must mention previous employee's name and resigning date. If the vacancy is against new position, then managers must show the judgment. This judgment is about why new position is raised.

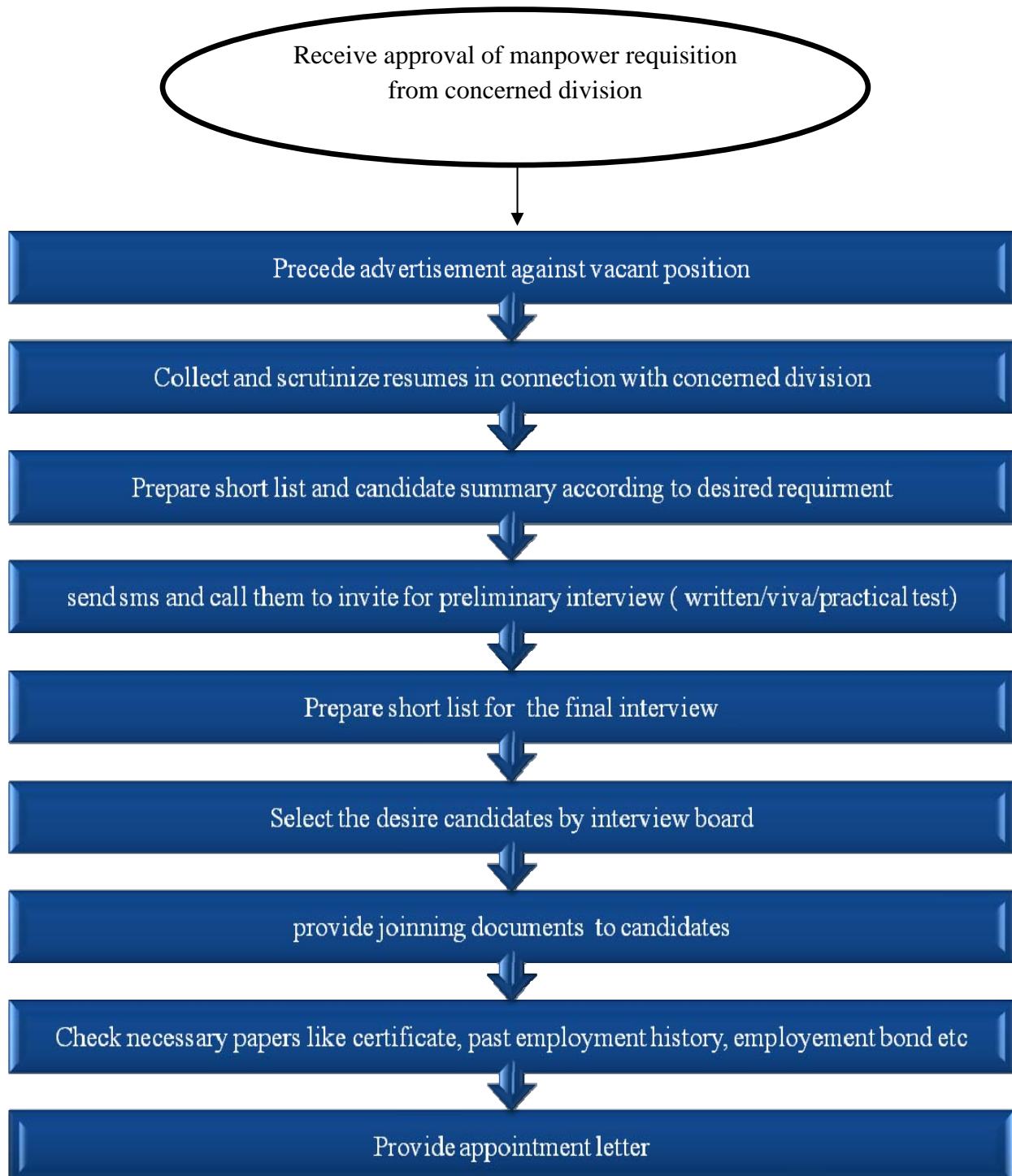
**Step-2.** Business units must be prepare employee requisition paper.

**Step-3.** Company budget is being checked by the Business units for startup new requisitions and recruitment process.

**Step-4.** Approval with the HR department is needed. If the requirement is over the desired budget then approval from the president is needed

**Step-5.** After approval of the manpower requisition Human Resource Sourcing and Selection Department (HRSS) starts the Recruitment and selection Process.

#### 4.5.4 Screening and Selection Process of CPB:





#### 4.5.5 Preliminary Interview Process:

##### 1. Process of Attract Applicants and Collecting Resumes:

After approval of requisition, Human resource division will start their recruitment tasks. There are two sources for collecting resumes. These are:

- a) **Internal Sources:** Through internal sources CPB collect resumes. Internal sources help HR division minimize the cost. There are some sources that are used to utilize internal resources. These are:
  - i. **Employee Referrals:** CPB has vast number of employees. Employee referrals are great and strong source for CPB for gathering resumes during vacancies. Here employee from CPB will sign on applicant's resume and employee will contact with officer of HRSS team. They will write it down. Employees can also refer about internee.
  - ii. **Transfer and Promotion:** HR Division follows transfer and promotion system of employees if vacant position is immediately important.
- b) **External sources:** Through External sources, CPB gathers huge and good number of applicants. Those sources are as follows:
  - i. **Online Advertisement:** HRSS department of CPB contact with bdjobs.com to post the job circular. Here, they advertise basically about entry level, mid level job but sometimes for high level job .The job responsibilities are clearly mentioned in details in the job description.
  - ii. **Job Fair:** The organization participates every year in the career fair organized by universities. Students from Different educational background provide their resume and company save the resume for future job opportunities
  - iii. **Campus recruitment:** every year CPB go out for campus recruitment invited by various re-known universities all over in BD. Here eligible and interested candidates put their resumes. They collect those CV and keep filing according to the merits of students.
  - iv. **Interns:** Interns are one of the external sources. HRSS division collect interns' resume from different educational institutions and universities. Sometimes students send their resumes to HR division
  - v. **CV Bank:** HR division of the CPB always maintains CV bank both hard copy and soft copy. In CV bank, there are two parts. First one is hard copy of CV's. Applicants send their CVs. Through post. Those are kept in specific CV bank file. Second one is some of the resumes are send in their carrier service mail. Those are recorded in the special software called ECV bank in computer about their details.

## **2. Sort out Applicants:**

After collecting resumes, HRSS division of CPB starts its resume shorting process. Resumes are justified strictly by the requirements based on the job. HRSS department selects preferred standard resumes based on educational requirements, experience, age, reputed universities, locations etc.

## **3. Preparing candidates profile summary:**

After shorting resumes HRSS department prepares candidate summary of selected candidates which is basically a summary of shorted resumes. This candidate's profile summary contains applicants' name, last education, educational institution, current employment position, previous organization, total year of experience, salary expectations. This will help the interviewer to understand applicants in a moment.

## **4. Make Call List and Informing Candidates:**

Next stage of selection process is to inform applicants for attending exam. For this, HRSS division makes call list. This call list includes applicants' name, current position, previous organization, education, location, mobile number and remarks. HRSS division at first sends them a text message to inform them about the job position, date of examination, company location and contact number so that applicants can communicate with them for further information. After sending SMS they call each and every applicant to let them remind about the exam.

## **5. Preparing Attendance Sheet:**

Before examination, candidates' attendance sheet and application form are prepared by HRSS department. This attendance sheet includes applicants' name, address, mobile number and signature box. So that when candidates will come, they will sign there. Candidates also fill up the application form.

## **6. Written, Practical and viva Test:**

### **i. Written Test:**

For selecting final employee, HR division arranges some examinations where candidates will give test. In written test, applicants must have to get 30 percent number. Written exam is divided on some categories. There are questions about English, Math, General knowledge, analytical problems and job-related questions. Then HRSS division checks the exam paper and attaches with resumes.

### **ii. Computer Test and English language Test :**

After qualifying written examination practical test is required for candidates. They must attend and pass the practical tests. Candidates are given some MS Excel problems and they have to solve that. Candidates also have to attend English language test. They must have to pass the computer test and English language test to qualify for the final interview.

### iii. Viva Test:

After passing written exam and computer test, HR Division organizes viva interview. This viva interview board consists of two types of people. Some are from HRSS Division, and from concerned department. Before starting interview, Recruitment and Talent Manager will give some overview about the vacant job and question. Then he provides candidates profile summary, particular job advertisement and resumes who pass in written exam. In viva, interviewer asks about applicants' study and job related questions. They want to know about job responsibilities from candidates and try to judge them whether they can perform his duties effectively and efficiently or not. Sometimes Interviewers give some situation to know that how candidates will response in given situation. They also ask candidates about their expected salary. If applicants have job experience, they also ask about job condition and reason of leaving that organization. Interviewers basically evaluate some aspects from candidates. Those aspects are:

- Job understanding /responsibilities
- Communication skill
- Intelligence & smartness
- Educational knowledge
- Leadership ability
- Decision making capabilities
- Judgment abilities
- Technical skill

#### 4.5.6 Final Interview:

##### 1. Selection & Final Call to the Selected Candidates:

After preliminary interview HRSS department prepare the final result. They select additional two or three applicants for final interview. HR division ensures that first choice candidate will attended their organization if first choice does not expect their condition, HR division will go for second best or third best choice. Then HR division calls finally selected candidates to invite for the final interview with the Head of HR, President and the Vice Chairman on fixed date to bring necessities papers.

#### 4.5.7 Call Employment Check List for New Joiner:

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

- **Employee joining form:** Employee joining form is provided to new joiners. Here, new joiner will give details information about his/ her name, parents name, permanent and present address, phone number, email address, academic description, prior work experiences, emergency contact, etc

- **Bank account form:** An employee bank account form that will be provided to joiner from the CPB where their new account will be open for receive their salary and bank ATM card will provide them. For CPB the transaction held with “The Dutch Bangla Bank Ltd.”
- **Two security bond copy:** In security bond, two persons who is relative or familiar with new joiner will give security on behalf of the employee. He would be responsible for any kind of incidents or unethical practices if the joiner do.
- **Certificate and Transcript:** New joiner will show their original certificates and submit photocopy of all academic certificates. If they have any additional course or training certificates they have to submit also those photocopies. The photocopies must be attested.
- **Updated resume:** New joiner will give updated resumes in English with latest photograph
- **Release order:** If new joiner has previous job experience, he/she must get back release order from previous organization. Otherwise, he will not be able to join here.
- **Recent passport size and stamp size photograph:** New joiner will give four copy passport size colored photographs and two copy stamp size photograph for ID card with his/her name and signature at the back.
- **National ID card photocopy:** New joiner will give two photocopies of his/her Identity Card. He will also give one photocopy of nominees’ and bond holders copy of Identity Card.
- **Passport photocopy:** Passport photocopy is required for employer, bond holders and nominees.
- **Nationality certificate:** New joiner will provide national certificate which is issued by union chairman/ward commissioner.
- **Joining letter:** Joiner has to draft a joining letter to HR manager to show his/her interest in the organization and thankful for the selection for the post and ask permission for join in the specific date here, new joiner will sign below the joining letter.
- **Nominee form:** In nominee form, new joiner will mention not more than two persons who will get benefits if employee dies.
- **Medical certificate:** New joiner will submit medical certificate from any Government medical officer or civil surgeon.
- **Location map:** Joiner has to color print out of a location map search from Google map from his residents to the new working place of CPB where he posted. Here total time will be noted to reach the working place.

#### 4.5.8 HR Division Justification:

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

- **Educational certificate:** At first, HRSS Division will justify all educational certificates and they marked as verified on the certificates.
- **Bond holder & nominee verification:** HRSS dpt. Justify the information of employee bond holders and nominees. They also verify the copy of their passport and other documents.
- **Reference verification:** Reference which is provided in the resume of employer is investigated by the HRSS dpt. to confirm their existence and to gather information about the employee.
- **Past employer query:** HR Division will contact with past employer. They will try to get information from past organization about his past employment, education, character, personal reputation etc.

#### 4.5.9 Appointment Letter:

After completing all proceedings If HR division does not find any problem with submitted papers, they provide them appointment letter to congratulate him/her and ask to join at the particular date. In the appointment letter designation, salary particular date of joining etc are mentioned.

#### 4.5.10 Recruitment process for Non-Management Staff:

The company needs non-management staff also. The proceedings are:



Proceeding are very short for selection of non management staff. For recruitment of non management staff C.P Bangladesh Co., Ltd recruitment proceedings organized by the regional HR Division and they select those staff.

Recruitment and selection process is the most important part for an organization and concerned department. It's a formal process starts from created vacancy to appoints new joiner. In the meantime lots of formal approval, examinations and evaluations of employees are done and finally ends by selecting new joiner. Recruitment and selection process is all about of following formal policy and procedures. C.P.Bangladesh Co.,Ltd strictly follow their structured rules and regulations to select the best employee for the organization.

# **CHAPTER-5**

## **FINDINGS AND ANALYSIS**

## 5.1 Findings and Analysis:

During my internship program I have participant in various practices of HRSS Department for recruitment and selection process. I have observed the overall proceedings and come up with different findings and analysis. Those are as follows:



### a) **Strength:**

✚ **Job Satisfaction:** Job satisfaction is very important factor for an employee. In CPB due to their work environment, friendly communication of each dpt. salary structure, compensation and benefits, friendly management employee relationship creates job satisfaction among employees. They always be dedicated on the company.

✚ **High quality of Product:** CPB s main target is to provide high quality products to their customer. They places utmost importance to product quality that meets standards serves verity needs, tasty and hygienic food and most important is safe for consumption.

✚ **Improvement of Production Process:** CPB is committed to continuous improvement in production process to meet internationally recognized standards certified by Good Manufacturing Practices (GMP) a production process system, ISO 9002 for production and management system.

✚ **Brand Name:** CPB is a well known Multinational organization consist of a high brand value with better environment where People are always be interested to work in a company like CPB.

✚ **Safety, Healthy & Environment:** CPB is highly concern about managing Occupational Safety and Health for every employees and worker. They are certified by Hazard analysis and critical control points (HACCP) for Food safety system, EST/TH. Achieve OSHAS 18000 (Occupational safety & health administration Management system) SO 18001 for workers safety system

✚ **Fair Recruitment Policy & Procedure:** The recruitment rules and regulations are strictly followed by the HRSS team during screening and selection process. No prejudice is allowed here. Employees are being selected with fair evaluations.

**b) Weakness:**

**✚ Difficult to find out Right Candidates through Online Base Advertisement:** Online advertisement is one of the most useable tools to attract candidates for different job vacancies. But online advertisement takes long time to find out proper candidate for the position. It is very expensive way and sometime become unsuccessful to find out the right employee.

**✚ Lack of skilled manpower:** To find out skilled employee is a great challenge for CPB to survive in today's business. Because the number of agro-based companies are increasing in Bangladesh. So as a new joiner skilled manpower is always preferable for those companies also. Most of the time it is very difficult to find out skilled manpower because lack of higher educational qualifications, lack of corporate experience, lack of knowledge, lack of handle the situation properly, lack of intelligence etc.

**✚ Frequency of Labor turnover:** CPB has a high employee turnover problem. It is found that employees left job after being well trained and gathering some experience if they got better job opportunities. As a result company are losing trained and skilled manpower and have to prepare again the recruitment process for that post.

**✚ Big no of applications against few no. of vacancy But most of them are non-qualified:** There are big no of job applications against one position but most of them are non qualified and not appropriate for the post. So it is very difficult to screening and selection process to find out right candidates from the huge number of applications.

**✚ Floor space is limited:** Floor space is limited in C.P.Bangladesh Co.,Ltd. for taking written examination for a big no of employees.

**c) Opportunities:**

**✚ C.P Bangladesh Co.,Ltd has the policy of Diversity & Inclusion (D&I) to "Combining the Divergence of Employees":**The company has policy of diversity because there are lots of employees have different backgrounds in terms of age, culture, experiences, ideas, and practices. The company is creating organizational environment so that these diversities would be respected and appreciated by the company, employees, and everyone

**✚ Discrimination Free:** The organization provides equal employment opportunity for both male and female candidates. Females are performing equal work and paid equally. There are no age discrimination also. Company always provides positive action targets for women and minorities. So qualified women are always encourage to apply and create a discrimination free workplace.



✚ **Promoting programs for employee developments:** The company have the ‘Gateway to Success’ program to continuously train and develop employees; this includes their new- generation management; future leader, global executives including their employees in the production line. This is to promote and support systematic sustainable growth of the company.

✚ **Health consciousness:** People are getting more health conscious and concerned about food safety today. Demand of nutrition’s and hygienic food is increasing. C.P.Bangladesh Co., Ltd always gives more importance to valuable customers and adopted best methods to ensure hygienic, healthy and food safety than its competitors which will result a great opportunity for the company.

✚ **Product diversification:** C.P Bangladesh Co., Ltd is relatively diversifying its business. The company is enhancing its business all over Bangladesh. People will be able to know more about their business and brand image will increase day by day. People will be more interested to work with them & apply for vacant position. There are lots of opportunities for employment.

✚ **Opportunities for both public and private universities Students:** For large operation C.P.Bangladesh Co.,Ltd provides opportunities for both well known public and private universities students for employment based on job requirements . The company believe to hire eligible candidate’s selection from all over the country so that unemployment can be reduced and students can build up their career.

**d) Threats:**

✚ **Competitor:** There are already lots of strong competitors of C.P Bangladesh Co., Ltd. Those competing organizations are also willing to hire best employees and skilled manpower as CPB wants. So there is a chance to loose skilled manpower for CPB.

✚ **Political Problem:** Political conflict is a serious problem for running the business industry. Due to political unrest economical condition became weaker for the organization. As a result they couldn’t hire employees as they need.

✚ **Advertisement only on Online base:** C.P.Bangladesh Co.,Ltd do not publish recruitment advertisement on own website and newspaper. But always online job circular is not an appropriate way to find out proper candidates. So lots of eligible candidates are unaware about the vacancies and could not apply.

✚ **Lack of Marketing:** There are lack of research and development and lack of marketing process of C.P.Bangladesh Co.,Ltd. People are not getting full info about the company and business units.

## 5.2 Findings from Analysis:

1. C.P.Bangladesh Co., Ltd has a well-structured human resource management team where HR department plays the key responsibility for building a group of effective and efficient work force for the organizations development.
2. The company is providing a prearrange salary structure that indicates to its competitors that the company is using its manpower in a cost efficient way.
3. President is the sole authority to approve finally for any business or functional decision. After receiving approval from the president, HR Division starts all their functioning as per method.
4. Basically the personnel manager is responsible for manpower planning, but before taking any decision he consults with line managers
5. There are lots of training program which starts from its orientation program for whole day with various sessions and examinations.
6. CPB Employment policies based on merit and fitness of candidates and free from gender discrimination and age limit.
7. There are friendly and helpful relationship among the employees.
8. Employee and boss relations are good.
9. The company always tries to maintain good working environment, health & safety procedure which is certified internationally.
10. They have to engage technologically sound people for their future project.
11. From the observation under it has seen that C. P. Bangladesh Co., Ltd. fails to fulfill some requirements like transport, accommodation facility for all workers.

# **CHAPTER-6**

# **RECOMMENDATIONS AND**

# **CONCLUSIONS**

## 6.1 Recommendations:

After completing internship program, I have gathered some practical knowledge about the Human Resource practices in C.P Bangladesh Co., Ltd. I have come up with some recommendations which will be helpful for the organizations future improvement.

1. C.P.Bangladesh Co., Ltd. should be focus more on employee evaluation carefully before appointing employee.HR departments and respected department should be judge and analyze more on employees expectations , their willingness, interest of the job, working knowledge and capability, respect and loyalty on organization etc during viva interview.
2. CPB should increase their salary range. Most of the workers switch job because they are not satisfied with their basic pay though there has been a yearly increment in their overall pay and wage is comparatively less than its other competitors. CPB should be satisfy its employees so that employees can always be motivated and loyal of the company and reduce absenteeism.
3. CPB can post recruitment advertisement on their website. So that interested applicants can get proper information to visit their website and apply directly in the company website. They can also post advertisement on newspapers and minimize cost.
4. CPB should increase their marketing strategy. Because most of the people doesn't know about their business. The company can invest more on advertising through TV channels, billboard, internet, magazines etc. To build up better brand image to public and attract talented people to join their group.
5. While recruiting the employees, C.P. Bangladesh Co., Ltd. management needs to think and give special attentions to certain things about the employees that who are in the positions they are just suitable for that position or not, if not then employees will always be difficult to motivate, and may never produce the quality of work and productivity as the management wants. CPB should start training its managers and officers on better interviewing.
6. They should improve compensation system and also provide other facilities like transport, food facilities, canteen facilities etc.
7. They should maintain proper job security of employees. They should introduce provident fund and regularity of promotion system.
8. They should be more conscious about employee screening and selection process. Company should increase recruitment and selection team member. For better selection line managers or section managers can be join during viva exam to properly evaluate the right candidates.

9. The company can engage in benchmarking process with other competitors and can adopt the best practices to continuous improvement of recruitment and Selection process and for improving internal activities for better management of the organization.
  
10. CPB should make the routine jobs more interesting and more pleasant by communicating to people and accomplish them for important contribution they make the company can introduce reward system for employee's valuable contribution and should motivate them. If the routine job is not interesting employee will feel bore and productivity will decrease.

## **6.2 Conclusions:**

C.P.Bangladesh Co.,Ltd is the leading multinational company in agro- business field in Bangladesh. The company is developing business day by day in this sector. CPB has adapted expansion policy all over the country by providing better quality product to customer satisfaction according to their demand and choices.

Human Resources are the most important factor which requires continuous development as well as adding value to the company. Human Resource Division at C.P.Bangladesh Co., Ltd is enormous and elaborative which compromises the overall management process. The company always give preference to employees and constantly educate, teach, challenge & strengthen the capabilities and potentials. This is to support employees professional skills, ethical behaviors, and also self and social responsibilities. Strong recruitment and selection process and teamwork is the secrets of CPB success.

From my internship I can say that I have learnt practical knowledge of HR practices. I am very satisfied with working with the Human Resource Division. I believe my Internship experience will help me in build up my future career successfully.

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### **Abbreviations:**

1. C.P. Group= Charoen Pokphand Group
2. CPB= C.P.Bangladesh
3. BD=Bangladesh
4. CV= Curriculum Vitae
5. ISO= International Standard for Standardization
6. OSHAS= Occupational Safety & Health Administration Management system.
7. HACCP=Hazard analysis and critical control points
8. CSR=Corporate Social Responsibility
9. HRSS=Human Resource Sourcing and Selection