

Internship Report
On
Recruitment and Selection Process of Rasel Ginning Company
By

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ID: 22364027

An internship report submitted to the BRAC Business School in partial
fulfilment of the requirements for the degree of
Master of Business Administration (MBA)

Masters of Business Administration

BRAC University

January 2024

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Declaration

It is hereby declared that:

- ✓ By taking an experience from my whole internship period I have prepared this report for my MBA degree at BRAC University.
- ✓ The report excludes from those materials which are recently published or created by an external party. It is properly cited and comprehensively recognized.
- ✓ This report does not contain any material or submitted, in any other degree or certificate at a university or other institute.
- ✓ As I have done this by myself, I have recognized all primary data sources of help.

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Letter of Transmittal

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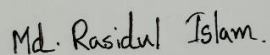
Subject: Submission of Internship Report

Dear Sir,

I am thrilled to provide the internship report on Rasel Ginning Company. This report is a result of my successful MBA program. I am delighted to declare that I have completed my MBA internship report, and I have done an analysis that I conducted throughout the program. I am very grateful and appreciative to you for offering me a chance to influence my abilities to complete this report analysis. This report helps me to get the opportunity to get practical knowledge, as well as enhance my hands-on experience.

It would be kind of you to evaluate my report and provide further suggestions to enhance my explanation.

Sincerely yours,



MD. Rasidul Islam

ID: 22364027

BRAC Business School

BRAC University

Acknowledgment

To my honorable supervisor Dr. Syed Far Abid Hossain, Assistant Professor and my co-supervisor DR. Mizanur Rahman Mizan, Associate Professor I express my gratitude. Also, I am very grateful to my whole HR team at Rasel Ginning Company and my other colleagues for their valuable guidelines. Their continued feedback and support helps me to prepare this report. Their insights and expertise significantly shaped the direction of the research. Furthermore, I also thanked my office supervisor Md. Rakibul Islam, Head of Business for his cooperation in this research.

I got support from my peers at BRAC University, those who provided their valuable time, and input and encouraged me throughout my academic journey. Their feedback and suggestions were instrumental in refining the report. Last but not least, I thanked my family and friends for their extreme level of support, patience, and cheer up. I hope that this report will contribute meaningfully to the understanding of recruitment practices in the textile industry and serve as a valuable resource for future studies.

Executive Summary

In this report, the main aims are to evaluate how Rasel Ginning Company effectively plays a role in hiring, recruiting, and selecting candidates for their various posts. Also, there is how HR hires the right talent to meet the company's operational as well as strategic goals. The process includes identifying staffing needs, creating detailed job descriptions, and employing active and passive sourcing strategies.

Here, it also investigates candidate screening, shortlisting, and interviewing stages. Rasel Ginning Company HR also uses phone interviews to get the candidate, they take technical assessments, as well as other evaluation processes to select the candidate aligning with the company's culture and values.

The effectiveness of screening procedures and the administration of new hire onboarding are two of the problems Rasel Ginning faced that are discussed in the report. Using data analytics and using digital technology for efficient screening are two ideas for enhancing the hiring process. The study concludes with practical suggestions to improve the hiring and selection procedure, guaranteeing Rasel Ginning draws in the best personnel available.

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Chapter 1

Overview of Internship

1.1 Student Information

Name: MD. Rasidul Islam

ID: 22364027

Program: MBA

Major: Human Resource Management (HRM)

1.2 Internship Information

1.2.1 Period

17th May 2024 to 18th August 2024

Company Name: Rasel Ginning Company

Department: Human Resource Management

Address: Lahini Bottola Kushtia.

1.2.2 Internship Company Supervisor Information

Name: Md. Rakibul Islam, Head of Business

1.2.3 Job Scope

Job Description

- Assist in the recruitment process, onboarding process and also training new employees.
- Monitoring employee attendance, managing employee records, as well as helping to resolve workplace issues.
- Contribute to the development of employee engagement and welfare programs.
- Synchronize with various suppliers to ensure timely delivery of raw materials.
- Managing as well as tracking inventory levels. That helps to maintain smooth production processes.
- Support financial analysis part as well.
- Monitor workplace safety and compliance with labor laws.

This internship provides hands-on experience in many factory management areas, building a strong basis for future leadership roles in supply chain management, operations, or human resources.

1.3 Internship Outcomes

1.3.1 Student's Contribution to the Company

By participating hiring process, assessing candidates, and managing databases I contribute to my company during my whole internship period. I developed important HR documentation as well as led assessing sessions. I always tried to ensure accuracy in HR procedures. At the same time, I helped to increase the overall efficacy and efficiency of proactively team-up with my colleagues. Moreover, the experience not only provided me with the necessary knowledge and skills for my future job but also enabled me to contribute to the team's success.

1.3.2 Benefit to the Students

I contributed dynamic real-world experience that advanced my career. I had the chance to speak with an industry expert directly to broaden my knowledge and skills. My employer's workplace is really welcoming and supportive, which motivates me to take on challenging assignments, boosts my confidence, and cultivates a strong work ethic. My professional growth has greatly benefited from this real-world experience. My internship at Rasel Ginning was a life-changing opportunity that gave me valuable knowledge and perspectives for my future pursuits.

1.3.3 Problem/Difficulties

At this factory when I did my internship, I faced many challenges which had a great impact on my learning experience.

Health and Safety Risks: I frequently worked in hazardous environments, exposing myself to dust, noise, and outdated equipment, which can lead to health issues like respiratory conditions and machinery malfunction injuries.

Quality Control Issues: I occasionally encounter issues with the quality of raw materials in textile production, particularly cotton that has been improperly treated, leading to high moisture content and contaminants, which can hinder ginning and lower product quality.

Skill Gaps and Training: The lack of structured training programs is another challenge I face. Many ginning firms do not provide adequate training; thus, I am not prepared to operate complex

machinery or fully understand operating procedures. This lack of training limits my ability to develop the necessary skills and contribute successfully.

1.3.4 Recommendations for Future Internships

I want to suggest some recommendations to the upcoming interns for their betterment in the future:

- ✓ Interns should not solely manage hiring and selection processes due to their lack of necessary skills and knowledge, and an experienced specialist should be hired.
- ✓ To complete the program, interns must be provided with the necessary tools and seating arrangements, and given two days off to submit their internship report, ensuring proper completion of their assigned tasks.
- ✓ The company should either modify the current compensation package to reflect the obligations allocated or offer compensation commensurate with the interns' efforts.

Chapter 2

Organizational Part

2.1 Overview of the Company

Founded in 2008, Rasel Ginning has grown from a small cotton ginning company into a significant player in Bangladesh's cotton industry. Initially starting with manual machinery, the company has evolved by continually upgrading its technology and expanding its workforce to meet the growing demands of the textile and apparel sectors both locally and internationally. With a strong commitment to quality and innovation, Rasel Ginning now stands as one of Bangladesh's most reliable cotton suppliers.

2.1.1 Vision

Our vision is to make Rasel Ginning the most preferred cotton supplier in Bangladesh and around the world. We aim to achieve this by consistently delivering superior quality cotton, expanding our market presence, and maintaining strong relationships with our customers.

2.1.2 Mission

- **Innovative Services:** We strive to offer innovative, customized, and value-added services to our customers, ensuring that their specific needs are met with excellence.
- **Technology and Skills:** By constantly upgrading our technology and enhancing the skill sets of our workforce, we aim to stay ahead in the ever-changing apparel and textile industry.
- **Process-Driven Approach:** Becoming a process-driven organization is key to our operational success. We continuously refine our processes to ensure efficiency and quality.
- **Comprehensive Supply Chain:** We aspire to be the most preferred one-stop source for readymade knitted garments, fabric, and yarn, supporting our customers from raw cotton to finished products.
- **Added Value:** Our commitment is to deliver added value not only to our customers but also to our employees, and the wider society.
- **Global Responsibility:** Rasel Ginning seeks to be an ethical, transparent, and responsible global organization, upholding the highest standards of integrity in all our operations.

2.1.3 Our Growth Journey

When Rasel Ginning first started, we operated on a small scale with manual ginning machines. These machines, though functional, had limitations, particularly in detecting and removing low-quality cotton during the ginning process. Recognizing the need to improve, we invested in modern auto-ginning machinery in 2018. This upgrade allowed us to significantly enhance our cotton quality, reduce waste, and improve operational efficiency. Today, our factory runs with the latest technology, ensuring that only the best cotton lint reaches our customers.

2.1.4 Workforce and Operations

When we get our work for production from our consumers, we employ over 60 workers and that spans eight months each year. To run our operation more smoothly these temporary workers will play a vital role. In our company, we have also 40 permanent employees. They are very active in observing the whole process as well as overseeing various aspects of the company. They have also observed from the production management to quality control logistics.

We are much more dedicated to our employees, and our commitment to them just extends beyond employment. We always provide our employees with two Eid bonuses, and this bonus is both for permanent as well as seasonal workers. This is just a token of appreciation for their hard work for our company. Moreover, we also provide them with regular training which is related to cotton ginning techniques along with fire safety. When our employees get this type of training, they must stay up-to-date with the industry's greatest practices as well as sustain a safe working environment.

2.2 Management Practices

According to *Luenendonk, M. (2017, October 10)* the techniques and innovations used by managers to improve organizational effectiveness are referred to as management practices.

Rasel Ginning Company uses efficient management techniques focused on democratic leadership, quality assurance, staff development, and efficient supply chain operations to maintain a peaceful and collaborative work environment.

The company has a democratic leadership style in which management actively seeks out and values staff input on decision-making procedures. Staff members are encouraged to contribute ideas for raising standards of quality, safety, and productivity through strategic conversations that are

facilitated by regular team meetings and feedback sessions. Because workers believe their contributions are important and valued, this inclusive approach fosters ownership, increases engagement, and boosts morale. Rasel Ginning always maintains elevated quality products to its customer and this is their main goal. In our company, our management are very strict about the quality of the products as well as they evaluate raw cotton also. This is for optimal moisture content along with minimal contaminant before this cotton process. In our company quality control employees are always encouraged to share findings and also, they suggest how to improve the quality. They also promote the team effort so that they can ensure constant product quality. By doing this they can reduce the operational costs that are related to the quality of the products variation as well as their customer satisfaction.

In our company, we always focus as well as prioritize on developing knowledgeable skilled personnel. When we hire new employees, we always provide them with hands-on training, on the other hand, seasoned employees advise them so that they can easily adapt to ongoing development. Rasel Ginning Company follows a democratic leadership style and this style fosters a welcoming learning environment by empowering staff. This will help them to seek help and they also make a conversation about their learning needs. Rasel Ginning efficiently operates through strong supply chain management, maintaining strong relationships with suppliers and distributors to ensure prompt procurement of premium raw materials and prevent manufacturing delays, and team members participate in supply chain discussions for improved effectiveness.

At Rasel Ginning Company we always prioritize open communication to our employees. This may be done by doing regular feedback sessions where the employee can say their problems as well as provide solutions to these problems. The purpose of health and safety protocols is to ensure a safe and encouraging work environment.

Rasel Ginning is positioned as an innovative leader in the ginning industry because of these management strategies, which highlight the company's commitment to inclusiveness, quality, and employee development.

2.2.1 Recruitment and Selection Process

At Rasel Ginning company the recruitment and selection process is designed systematically, like attracting, assessing, and hiring candidates who can meet the company's operational requirements. Generally, it starts with identifying various staffing requirements and this is via workforce analysis. Here a manager can evaluate workload as well as future business strategies that will determine the need of new employees or the replacement roles. After the needs of these recruitments, a detailed job description is required to make an outline which includes qualifications, candidate's skills and also his previous with last experience. To locate eligible applicants, Rasel Ginning employs several strategies, such as social media, the corporate website, online job advertisements, regional recruitment agencies, and employee referrals. Following the collection of applications, a preliminary screening procedure is carried out to find applicants whose qualifications match the job specifications. Interviews are conducted with shortlisted individuals to assess their technical proficiency, problem-solving skills, and cultural fit. Interviews are conducted by department leaders and human resources specialists, and applicants may take practical tests to verify their skills. After selecting the top applicant, the selection panel extends an offer and starts the onboarding procedure. By giving a summary of team members, job responsibilities, and corporate regulations, the last stage facilitates the new hire's seamless transition into their position.

2.3 Marketing Practices

Philip Kotler characterizes marketing as a systematic and innovative process of identifying, creating, and providing value to meet the needs of a certain market segment while simultaneously attaining financial profit. Marketing identifies unmet needs and aspirations. This statement outlines the procedure for recognizing, assessing, and quantifying the dimensions of an established market and its capacity for profit generation.

Marketing Strategy for Rasel Ginning Company

Rasel Ginning Company has various comprehensive marketing strategies. This will help us to maintain strong ties with our customers in the cotton and also textile industries. Rasel Ginning Company does market research to understand the demands, tastes, and behaviors of its customers. From this research our company gain knowledge and this will help our company to improve

customer satisfaction over and above loyalty through modifying its products and communication strategies to go above the expectations of our target market.

Target Customer, Targeting & Positioning Strategy

The customers who are looking for premium quality cotton Rasel Ginning primarily serves textile manufacturers and suppliers in an effort. This company always has a great aim to engage an industry, and this industry always supports quality and sustainable practices. Rasel Ginning Company is very much focused on its customers. They value their clients' choices and also their quality products. This positioning strategy differentiates the company in the textile sector by attracting its target client base and establishing itself as a reputable entity in the cotton ginning industry.

Marketing Channels

As usual like any other company Rasel Ginning always uses a combination of traditional and digital marketing strategies, and this is because to engage its clients. In our company, we use various digital strategies to promote our products as well as sustainability. For this reason, we do content marketing, social media promotion, and also SEO to enhance our online perceptibility. We arrange and participate in various textile fairs. These traditional textile methods and networking events build our relationship with others very strongly, and not only that they also help us to build a great network with existing customers together with attract new ones. Various channels are utilized to maximize reach and engage the audience.

Product Development and Competitive Practices

We always try to produce an innovative product and for this reason, we consistently enhance our operations to provide our customers the best and super quality products. Product development is fully dependent on market research as well as customer feedback. According to the feedback of the customer, new products will be produced and this will also follow the market trends. Rasel Ginning sustains its competitive advantage by staying in touch with industry changes, employing best practices, in addition leveraging innovative technologies that improve product quality and efficiency.

Advertising and Promotion Strategies

To increase brand awareness and cultivate customer loyalty, the company strategically combines promotional and advertising strategies. Content marketing explains to customers the benefits of Rasel Ginning's processes through educational articles and case studies. While promotional tactics like trade discounts and seasonal offers encourage both first and repeat business, targeted advertising highlights each product's outstanding quality and sustainable practices. Through these efforts, Rasel Ginning develops a strong brand identity that appeals to its target market and promotes long-term expansion in the textile industry.

2.4 Financial Performance

Financial performance metrics evaluate how well a business generates revenue and uses its resources. These standards are used by analysts and investors to assess similar companies in a variety of sectors or industries (Kenton, 2022, June 1).

Despite facing obstacles unique to the business, Rasel Ginning Company has shown to be financially stable over time through effective management techniques. The textile industry's high demand for premium cotton processing is the main source of the company's income. Profit margins may be impacted by changes in operational costs and raw cotton prices, necessitating careful cost control.

The company's cash flow management and debt recovery are important aspects of its financial stability. Rasel Ginning ensures timely customer payment recovery by adhering to strict accounts receivable procedures. Taking proactive steps to collect debt, such as regular follow-ups and flexible payment plans, has helped to keep cash flow strong. A competitive edge in the market has been ensured by this methodical approach, which has strengthened financial reserves and made it easier to invest in equipment and process improvements.

Rasel Ginning's debt collection and operational and finance department integration provide precise cost tracking and expenditure reduction, which raises profitability. Rasel Ginning's financial record shows strong revenue creation, efficient cash management, and a commitment to fiscal discipline, notwithstanding industry volatility. This positions the company for long-term development and stability within the textile industry.

2.5 Operation Management and Information System Practices and Supply Chain Management (SCM)

Operations management is the efficient administration of business procedures within an organization, aiming to maximize profit by efficiently converting labor and materials into goods and services. (Hayes, 2023, March 28)

Supply Chain Management involves managing labor and product progression, integrating cycles to transform raw materials into final products, and streamlining operations to enhance customer value and market advantage. (Fernando, 2022, July 7)

To increase productivity and quality control, Rasel Ginning Company places a high priority on information systems integration and efficient operational management. The company follows methodical processes for acquiring, ginning, and packaging cotton. Strict quality evaluations are used at each stage to maintain high standards and minimize defects, ensuring consistent quality for customers. Using digital record-keeping for inventory levels, production rates, and equipment maintenance schedules, information systems are crucial for managing and keeping an eye on operational procedures. By employing data-driven insights, the company can quickly resolve operational issues and adjust production workflows, improving resource efficiency and reducing downtime.

In addition, our company always monitors the whole production process, as well as focuses on the accuracy of future product demand. By doing this they can easily decide on the allocation of workers and employees, along with this, we can also track the real-time data. After that, we can also purchase raw materials that are needed for the production. This helps us to operate our company in a well-coordinated approach and reduces waste, besides this, we can also increase operational efficiency globally, and line up productivity with customer demand.

Rasel Ginning places a high value on establishing trusting bonds with distributors and suppliers to guarantee the prompt delivery of high-quality raw materials and effective distribution of completed items. To provide a better supply even during periods of strong demand, it collaborates with respectable cotton producers. Frequent communication optimizes cost control and reduces supply disruptions. Rasel Ginning collaborates with logistics companies to guarantee prompt order delivery to clients and textile producers. The supply chain management approach places a high

priority on flexibility, enabling adaptations to changes in suppliers or customer demands. By keeping an eye on stock levels, inventory management systems lower storage expenses and boost supply chain effectiveness. Product quality and cost-effectiveness are guaranteed by Rasel Ginning because of its excellent operational management, digital information systems, and enhanced supply chain practices.

2.6 Industry and Competitive Analysis

2.6.1 Porter's Five Forces Analysis

- **Competitive Rivalry**

In this cotton industry, many companies are competing with other companies. Rasel Ginning Company also faces a highly competitive market from both reputed business markets and start-up companies. In a severely concentrated area where cotton processing is high there, this competitive is more. Rasel Ginning Company has a great competitive advantage. This is because we are always committed to ensuring high-quality products as well as operational efficiency. But to maintain its market demand Rasel Ginning Company needs to innovate its products simultaneously, cut production costs, as well as maintain high-quality customer service.

- **Threat of New Entrants**

The ginning industry faces modest entry barriers due to initial capital needs and equipment costs, but new competitors can easily enter due to the accessibility of raw materials and the simplicity of ginning technology. The danger of new entrants is also increased by the fact that several textile companies are vertically integrating by setting up their ginning factories to control supply quality. Rasel Ginning uses strong supplier relationships, strict quality control, and effective operations to combat this and stay competitive.

- **Bargaining Power of Suppliers**

Because cotton is seasonal and prices fluctuate in the agricultural market, cotton providers have significant negotiating leverage. Rasel Ginning's manufacturing costs are directly impacted by the quality and cost of raw cotton, which are set by suppliers. Rasel Ginning builds strong relationships with several suppliers to reduce this risk. This allows it to bargain for favorable conditions and

guarantee a steady supply of premium cotton. Furthermore, the organization's focus on efficient procurement techniques lessens dependence on any one supplier.

- **Bargaining Power of Buyers**

In the ginning industry, buyers—primarily textile and fabric producers—have a considerable amount of negotiating power. Because there are several ginning businesses, buyers have the power to haggle over both price and quality, which forces Rasel Ginning to maintain competitive pricing. Rasel Ginning stands apart and relieves customer burden with its focus on quality control and on-time delivery. By maintaining consistent product quality and cultivating strong customer relationships, Rasel Ginning strengthens its position in the market and reduces client dependence on other suppliers.

- **Threat of Substitutes**

Since there are not many alternatives to processed cotton for textile manufacture, the danger of replacements in the cotton ginning industry is very low. Polyester and other synthetic fibers can be considered substitutes, but they serve different markets and cannot completely replace cotton in applications that need natural Fibers. Rasel Ginning takes advantage of the low risk of substitutes since cotton is still in high demand in the textile industry, particularly in regions and markets that prioritize natural Fibers for clothing and textiles.

2.6.2 SWOT Analysis

Strengths	Weakness
✓ A focus on consistent product standards and quality assurance. ✓ Forged relationships with suppliers to guarantee a consistent raw material supply. ✓ Real-time monitoring through efficient operational management and smoothly integrated information systems. ✓ Democratic leadership encourages teamwork and employee participation.	✓ Training programs for interns and new hires are not well-organized. ✓ Supply chain disruptions might arise from reliance on seasonal raw materials. ✓ increased operating costs as a result of equipment maintenance and quality assurance procedures. ✓ To lessen raw material quality control issues, ongoing monitoring is crucial.

Opportunities	Threats
✓ Growing demand from the local and international textile industries for premium cotton. ✓ Possibility of market development via innovative, environmentally friendly cotton processing techniques. ✓ Application of cutting-edge technology to lower costs and increase industrial efficiency. ✓ The textile industry's growing focus on environmentally friendly and sustainable practices offers branding opportunities.	✓ Fierce competition in the cotton ginning industry from both new and established players. ✓ Production costs are being impacted by changes in the raw cotton market's prices. ✓ Demand from textile manufacturers may be impacted by changes in the economy and industry rules. ✓ Third-party ginning services may become less necessary when textile producers can vertically integrate.

2.7 Conclusion

In our company, we always ensure the high quality of products that our valuable client will receive according to their needs. And that will be prioritizing quality control and maintenance of an efficient operating structure. Rasel Ginning Company follows a democratic leadership style that fosters a friendly environment, which will encourage our staff and motivate them. Our staff will be more involved in their work, any kind of decision making, as well as they will enhance their ethics and teamwork.

Rasel Ginning faces industry challenges like regular raw materials dependence and fluctuating raw cotton prices. Despite these, it maintains stable output through key supplier connections, continuous process improvements, and investments in technology and quality assurance. The company's supply chain management strategy positions it as a reliable and competitive player in the ginning industry. By adapting to market needs and fostering a cooperative organizational culture, Rasel Ginning can sustain development and capitalize on new opportunities in the textile sector.

2.8 Recommendations

Several strategic recommendations are made in several important areas to improve Rasel Ginning's organizational procedures and encourage long-term growth:

- ✓ In this ginning organization it's needed to enhance employee training programs with structured onboarding for interns as well as new hires.
- ✓ Increase the robustness of the supply chain by diversifying the company's supplier base.
- ✓ Invest in environmentally friendly practices to keep up with market developments.
- ✓ Reinforce digital marketing efforts as well as customer engagement with the company.
- ✓ It is needed to promote various leadership development programs to foster a collaborative culture.
- ✓ Improve the integration of technologies for inventory and supply chain management.

Chapter 3

Project Part

3.1 Introduction

To complete the criteria for my BRAC University MBA program it is mandatory to do this internship report. It is an essential part of my MBA curriculum. This internship aims to attach theoretical concepts that must be real-life experiences along with permitting a student to apply this experience to what they have learned from a professional environment. From 17th May to 18th August 2024, I worked as an HR intern at Rasel Ginning Company. By doing this internship my main goals were to understand the basic and core human resource management along with getting insights into organizational practices in the cotton industry.

Dr. Syed Far Abid Hossain is my internship supervisor, and during my intern period, I focused on analyzing and refining Rasel Ginning Company's hiring procedure. This research aims to evaluate the effectiveness of the company's recruitment structure, pinpoint areas for improvement, and offer suggestions for improvement. My position in the HR division allowed me to see and participate in several stages of the hiring process, which improved my understanding of HRM techniques. This post concludes with a thorough examination of Rasel Ginning Company's hiring practices after summarizing my experiences and learnings from the three-month internship.

3.1.1 Theoretical Background

According to *Personio*. (2023) Recruitment is the procedure employed by organizations to source, attract, and identify individuals for available positions. While selection evaluates candidates' attributes, skills, and experience to reduce the application pool to the most qualified person for the position, frequently through tests and interviews, recruitment seeks to choose a wide pool of competent individuals using a variety of strategies.

The significance of recruitment and selection in locating and hiring the best applicants for positions is emphasized by *HireQuotient* (2024). This entails drawing in qualified candidates via Internet marketing, job postings, and employee recommendations. The goal of the selection process is to find the best applicants through screening, which includes assessments, interviews, and CV

reviews. Making well-informed judgments based on gathered information is essential to upholding impartiality and fairness.

To avoid interruptions to operating this type of business companies always want to fill positions as soon as possible. This will help companies to achieve their target. Selecting the right applicant improves the firm's overall performance in addition to the individual's success in their role.

Furthermore, reducing the possibility of hiring the wrong people is crucial since poor hiring decisions may be expensive and time-consuming to correct. By introducing new hires to the company culture and principles, a positive work atmosphere is created, which helps to increase employee satisfaction. In the end, these goals attempt to create an environment that supports employee compatibility and aligns with the organization's mission.

3.1.2 Objectives

The main goal of the study is to assess Rasel Ginning Company's hiring and selection procedures and pinpoint areas that require improvement or modification.

The following secondary objectives must be met to achieve the main goal:

- The study assesses Rasel Ginning's hiring process, identifying areas for improvement and evaluating the effectiveness of interview techniques, screening procedures, and recruiting channels.
- The study aims to evaluate the impact of hiring practices on employee quality and retention rates, focusing on the effectiveness of these practices in attracting and retaining qualified candidates.
- The study explores the potential of technology and digital tools to enhance the hiring process, identifying potential solutions to improve productivity and applicant experience.
- The paper aims to enhance academic understanding of hiring practices in the Bangladeshi cotton industry by providing insights that could benefit similar businesses.

3.1.3 Significance

This study establishes a basis for improving hiring methods, attracting more qualified candidates, reducing hiring delays, and increasing staff retention at Rasel Ginning Company. Our long-term objective is the growth of the company and operational efficiency. These are supported by these variations. For the medium-sized cotton industry in Bangladesh, it is needed to be very knowledgeable. Applying theoretical HR principles will help this type of industry to close the gap between professional practice and academic learning. By emphasizing the critical role that HR strategies play in attaining organizational success, it seeks to advance the field of human resource management theory and practice.

3.2 Methodology

For this research, both primary and secondary data were used. I had an in-depth discussion with my HR Manager and also my colleagues to do this internship report. That's all my primary resources for this reporting purpose. On the other hand, the company's website, annual report, and new stories were my secondary sources for this research report.

3.3 Overview of the Human Resource Department

An essential component of Rasel Ginning Company's operations, the HR department focuses on hiring, training, performance reviews, and creating a healthy work environment. Finding competent applicants who share the company's values and skill set is one of its primary responsibilities. Department heads and HR specialists work together to identify workforce requirements, draft job descriptions, and carry out efficient hiring procedures. This improves organizational performance and lowers turnover costs.

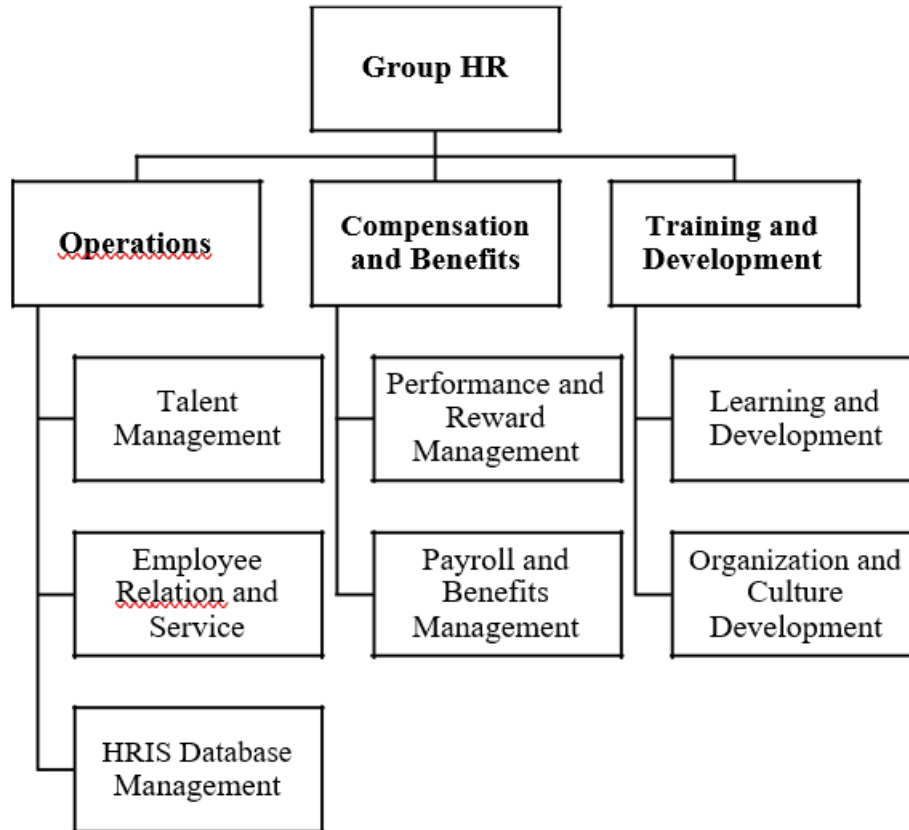


Figure 1: *Organogram of the HR Department*

At Rasel Ginning Company the HR department always gives high priority to their employee development, training sessions, and also seminars to improve employees' skills and depth of knowledge. They promote lifetime learning and also professional progress by identifying skills gaps in an employee. At the same time, Rasel Ginning Company offers targeted development. Performance management is a crucial aspect of HR's role, involving setting clear performance standards and conducting regular assessments to ensure employee goals align with organizational objectives.



Source: Shawna. (2023, July 29)

Our HR department is always committed to fostering a healthy work environment to boost up all employees, encouraging them, settling differences, and also putting engagement programs into accomplishment. Our HR department always acts as a strategic partner to our employees so that they can enhance their performance. This will be possible by putting an effective HRM strategy into practice.

3.3.1 Analysis of Recruitment and Selection Process of the Company

To draw in and keep outstanding talent, Rasel Ginning Company places a high priority on a methodical hiring and selection procedure. This strategy ensures a competitive edge in the textile business by integrating new staff and setting high standards. To choose the best candidates while preserving uniformity and effectiveness, the company's research looks at each step of the procedure. A flowchart showing the hiring and selection procedure shows the company's commitment to operational excellence and quality.

Identifying the Need and Creating the Job Description

Usually, the process starts when a department decides it needs a new employee. This might be the consequence of growth, employee turnover, or the creation of a new position. When a recruiting manager or the human resources department determines that a new hire is needed, they usually create a job requisition and submit it for approval. In actuality, this is the first official step in a company's hiring procedure, which makes the next steps easier. After determining the need, HR has to create a thorough job description. The duties, necessary education, experience, and abilities

for the position are outlined in this paper. It serves as the foundation for the whole hiring process, guiding the criteria for applicant search and assessment.

Finding the Talent

Rasel Ginning Company employs a comprehensive hiring and selection process that combines active and passive talent acquisition strategies. In our company HR manager uses various job posting channels like the company website, LinkedIn, industry forums, and so on. HR managers proactively identify applicants who are not currently seeking any kind of job but have all the requisite qualifications as well as training. This helps our HR to find the right candidates via social media along with job boards. Using LinkedIn helps candidates to build a connection with various profiles which encourages them to apply for vacant positions. Rasel Ginning Company ensures a thorough and effective hiring process by combining these two approaches, which aligns with its commitment to operational excellence in the textile industry.

Screening and Shortlisting

Rasel Ginning employs a systematic screening and shortlisting process to manage the number of applications. The process starts with a detailed description of the qualifications needed for each role, allowing the hiring team to create a shortlist of applicants who meet minimal requirements. After the screening, Rasel Ginning conducts initial phone or video interviews to assess candidates' fit for the role and the company. This stage evaluates technical proficiency and company culture and values. By eliminating candidates who do not fit the necessary profile, Rasel Ginning saves time and money, ensuring only the best applicants advance, streamlining the hiring process, and improving recruit quality.

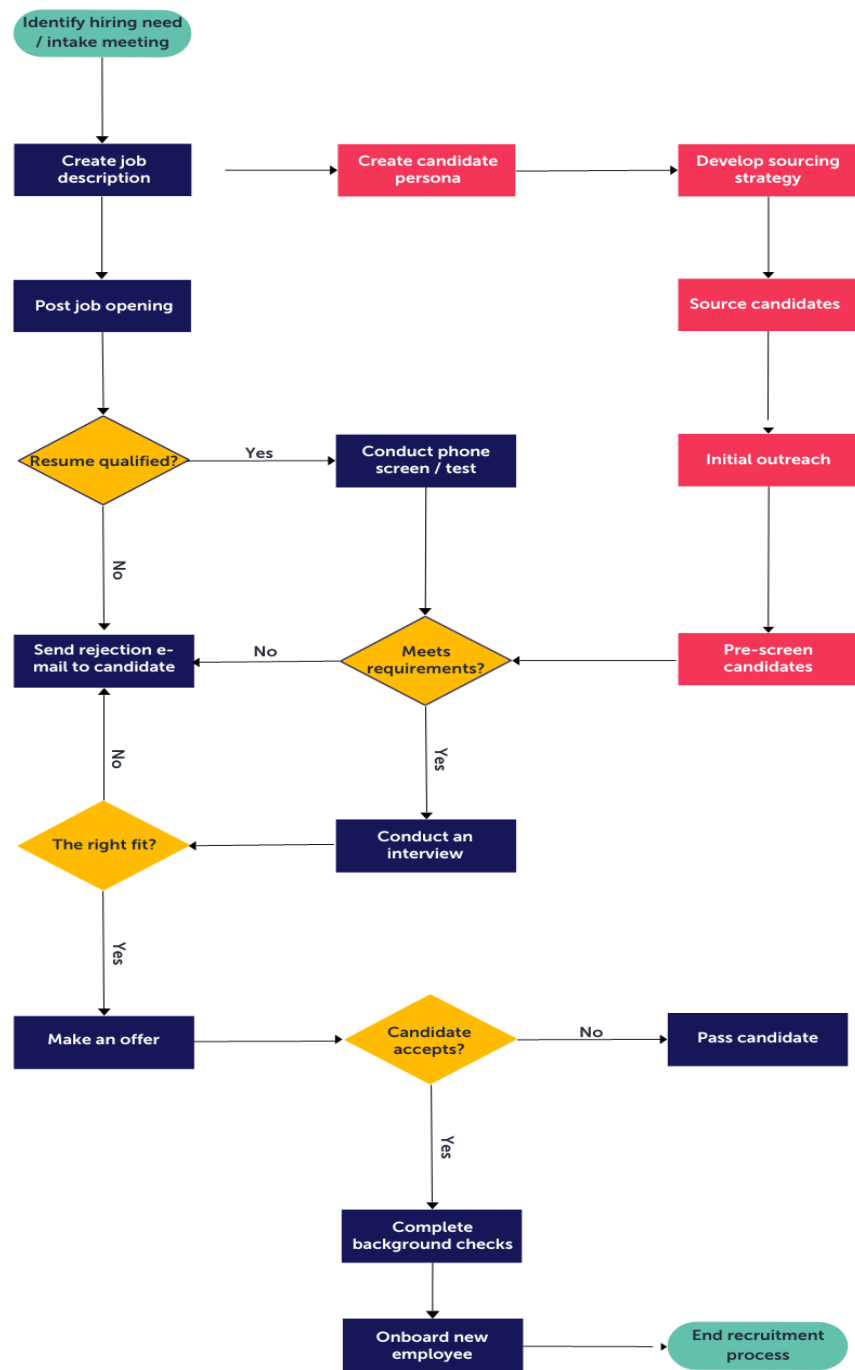
Interviews

For any kind of position, our company employs a comprehensive interview process. Candidates must undergo various stages. For job purposes, we will take various types of tests like behavioral tests, technical exams, and panel interviews. Technical assessments evaluate skills, panel interviews evaluate team and organizational fit, and behavioral interviews evaluate problem-solving and cultural compatibility. To find the right candidate and to conduct an effective interview, our company always maintains a standard questions and evaluation process for each type of interview. All processes must be very transparent and neutral, as well as enable candidates

to accurately assess. Rasel Ginning Company's methodical interviewing process demonstrates its commitment to finding the best applicants and creating a welcoming work environment.

Assessments and Testing

Rasel Ginning Company's recruitment strategy involves a rigorous evaluation and testing process to assess candidates' suitability for specific roles and their competency level. This process includes written tests, coding challenges, case studies, and situational judgment tests. The evaluation methods are tailored to each position, ensuring that candidates' skills accurately reflect the requirements of each role. For example, customer service roles use scenario-based simulations to assess interpersonal skills, while technical vocations use coding exercises to gauge programming and problem-solving abilities. This methodical approach not only helps identify outstanding talent but also ensures fair and complete evaluations, which supports the business's operational excellence and quality standards in the textile industry.



Reference and Background Checks

Rasel Ginning Company uses reference and background checks as a crucial part of its hiring process to ensure the suitability and integrity of potential employees. These checks verify information about a candidate's work history, character, and general integrity. The company conducts thorough job, educational, and criminal history verifications, reducing the risks associated with hiring decisions. This meticulous process demonstrates Rasel Ginning's commitment to maintaining a high standard of quality and dependability in its workforce. By incorporating reference and background checks into its employment procedure, Rasel Ginning Company enhances its ability to make informed hiring decisions, aligning with its values of operational excellence and integrity in the textile industry.

Job Offers and Negotiations

Rasel Ginning Company's job offer is a crucial stage in the recruitment process, providing candidates with comprehensive information on pay, benefits, and employment terms. The company fosters an honest and cooperative atmosphere during these discussions, aiming to have fruitful agreements that showcase its commitment to attracting top talent. This tactic enhances the application process and Rasel Ginning's standing as an employer who values its staff and is willing to make special accommodations. To recruit the best people and maintain a positive organizational culture, Rasel Ginning Company places a strong focus on open communication and flexibility during negotiations. This approach not only enhances the application process but also enhances Rasel Ginning's standing as an employer.

Onboarding New Employees

Rasel Ginning Company's onboarding process begins when a candidate accepts a job offer, marking a significant milestone in the company's history. This period involves administrative tasks, acclimating new hires to the company's values, expectations, and culture, and providing a comprehensive orientation. A probationary phase may be included, where employee performance is assessed. Clear communication of expectations and regular feedback is crucial for new hires to understand their responsibilities and standards. Rasel Ginning Company enhances the onboarding process by fostering open communication and mentorship, demonstrating its dedication to

operational excellence and the desire to develop a skilled workforce in the textile industry. This methodical approach demonstrates the company's commitment to operational excellence.

3.4 Findings and Analysis

The report highlights Rasel Ginning Company's systematic hiring and selection process, which aims to attract, assess, and integrate top talent, but acknowledges strengths and areas for improvement. Here some following findings are summarized which is based on my observations:

- The recruitment process begins with thorough job descriptions and clear identification of recruiting needs, ensuring applicants understand job criteria, streamlining the application process, and attracting qualified individuals.
- Rasel Ginning employs active and passive sourcing strategies in their hiring process, utilizing job boards, social media, and targeted advertising to access a diverse candidate pool, increasing the chances of finding competent individuals.
- The screening procedure aims to manage applications by identifying candidates who meet minimal requirements, saving time and resources by weeding out unfit applicants through initial phone or video interviews.
- The interview process involves behavior, technical, and panel interviews to assess candidates' skills and cultural fit, ensuring they possess the necessary skills for specific roles, and improving hiring standards.
- Rasel Ginning conducts thorough background checks on candidates to verify work history, ethics, and character, reducing employment hazards and fostering an open negotiating process to build confidence and enhance the applicant experience.
- The onboarding process emphasizes integrating new hires into the business culture, providing necessary tools, and enhancing employee engagement and retention through acclimatization.

3.5 Implication

Rasel Ginning Company's employment and selection procedure has a big impact on its competitive edge in the textile sector. High production standards are maintained by attracting and retaining talented workers through a well-organized procedure. Rasel Ginning promotes creativity and adaptability among its staff by integrating active and passive talent acquisition techniques. In addition to reducing turnover costs and raising employee engagement and retention, the stringent screening, interviewing, and assessment processes foster an outstanding culture.

3.6 Limitations

Despite its benefits, Rasel Ginning Company's hiring and selection process has certain restrictions. One difficulty is the potential for prejudice to exist during the interview and screening stages, which might jeopardize the impartiality of applicant evaluations. Unconscious biases may still influence decision-making even with standardized questions and interviewer training. Reliance on traditional hiring practices may limit the ability to reach particular populations or underrepresented groups in the workforce. The lengthy process, especially with the several rounds of interviews and assessments, may cause delays in filling critical positions. Furthermore, thorough background checks may lengthen the recruiting process and result in lost opportunities if candidates choose offers from other companies, even if they are beneficial for confirming the integrity of candidates.

3.7 Conclusion

In conclusion, the hiring and selection process used by Rasel Ginning Company is thorough and in line with its commitment to operational excellence in the textile industry. A dedication to quality and consistency is shown by the systematic recruiting standards, candidate sourcing, application evaluation, interviewing, and onboarding of new employees. However, there is room for improvement that might increase the hiring process's effectiveness and diversity. Rasel Ginning may improve its hiring practices and guarantee the ongoing attraction of top personnel by reducing these constraints.

3.8 Recommendations

Numerous suggestions might be made to improve Rasel Ginning Company's hiring and selection procedure:

- ✓ To increase objectivity in applicant evaluations, provide comprehensive training to all interviewers on recognizing and reducing unconscious bias.
- ✓ To increase productivity, reduce human labor, and improve decision-making, integrate digital technology and AI-driven analytics into the screening and review phases.
- ✓ To involve underrepresented groups in the workforce promote a more inclusive recruiting process that incorporates a variety of viewpoints, and use a variety of recruitment techniques.
- ✓ Simplify the application process by getting rid of unnecessary steps and allowing prospects to communicate with you as soon as possible.
- ✓ Assess the recruiting process regularly to identify areas that need improvement based on feedback from hiring managers and candidates.

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