

Workforce Planning and Recruitment Alignment at Meghna Group of Industries

By

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An internship report submitted to the BRAC Business School in partial
fulfillment of the requirements for the degree of
Bachelors of Business Administration

**BRAC BUSINESS SCHOOL
BRAC University
August, 2025**

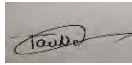
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Declaration

It is hereby declared that

1. The internship report submitted is my own original work while completing degree at BRAC University.
2. The report does not contain material previously published or written by a third party, except where this is appropriately cited through full and accurate referencing.
3. The report does not contain material which has been accepted, or submitted, for any other degree or diploma at a university or other institution.
4. I have acknowledged all main sources of help.

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Letter of Transmittal

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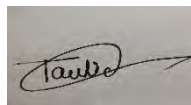
Subject: Submission of internship report on “Workforce Planning and Recruitment Alignment at Meghna Group of Industries.”

Dear Sir,

This final internship report titled “Workforce Planning and Recruitment Alignment at Meghna Group of Industries” is to complete a compulsory course of BRAC Business School this is BUS 490. During this three months stint of internship I have sat with the HR team of Meghna Group of Industries under the direct supervision of Mr. Atiq uz Zaman Khan (CHRO) and my reporting boss Md. Ruhul Amin (AGM-HR). It is my internship report where I have applied the academic knowledge achieved in the practical sphere and I managed to undergo my period of internship with quality performance delivery.

I hence, did my level best to infuse this knowledge this way on this report. I should be happy to give you any details, however, required.

Sincerely yours



Md. Tauhid-Ul-Hassan

21304067

BRAC Business School

BRAC University

Date: August 23, 2025

Non-Disclosure Agreement

This agreement is made and entered into by and between MGI and the undersigned student at BRAC University.

I acknowledge my experience in my internship experience that I was given the authorization to information of the different operations of the organization of the business, data related information and written information. I need to make it clear that I am not going to provide any confidential information about company in my internship report that is going to impact negatively the values and reputation of the company.

Organization Supervisor's Full Name & Signature:

Md. Ruhul Amin

Assistant General Manager, Human Resource

Acknowledgement

To begin with, I would like to thank almighty Allah to grant me the chance and ability to undergo the internship with Meghna Group of Industries HR team. Well, it was a good floor where I had been able to get the real practical knowledge on the different HR terms as well as I have been able to know more about the various types of industries. Then I would also like to appreciate my faculty supervisor Mr. Zaheed Husein Mohammad Al- Din due to the assistance and directions during the semester that will enable me more to satisfy and get this report done in the assigned time with the title on Workforce Planning and Recruitment Alignment at Meghna Group of Industries.

After that I will like to thank Mr. Atiq Uz Zaman Khan (CHRO) who provided me a chance to work under him. I was fortunate about having the opportunity to work under him who is so great a leader and coach. I consider myself a very lucky person because during his supervision, I have learned many professional practices that are too valuable to have in any career development in the future. Besides, the opportunities, and the spaces I received under him were by no means irrelevant to develop a good level of knowledge in the HR field.

Subsequently, I would want to express gratitude to Mr. Md. Ruhul Amin (AGM-HR) who has advised me during the internship tenure.

Last, but not least special thanks to Mr. Md. Hossain Mahmud (Sr. DGM-HR), Mr. Saikat Sarker (Assistant Manager-HR), Mr. Apu Chandra Das (Sr. Executive-HR), Mr. Tanjeem Kabir (Executive-HR), Mr. Md. Tareq Mia (Executive-HR) and Mr. A.S.M. Kawsar Jamil (Executive-HR) who helped me and showed me the correct way how a work can be done in a proper manner.

It was quite an unforgettable experience with all of you and I am sure the experience of working with HR team of MGI would be remembered several times in my life.

Thank you

Executive Summery

I have enrolled in Meghna Group of Industries to do under a compulsory course BUS 490 (Internship). In essence, I have been in cooperation with their HR department where I reported to Mr. Md. Ruhul Amin (AGM-HR) directly. My encounter with the HR team of MGI was simply memorable. During much parts of my working time so far with the recruitment team, I was in a position to assume individual responsibilities and work in a professional manner. This report has also provided a great description as well as research was carried out with a view of having solved a certain problem.

The organization itself has provided in the first place a very concise detail of what the organization is all about. In the initial section of the report, the company profile and description of overall business has been described. The introduction about the organization has formed the kind of way, reading that section, anyone can have the correct idea of the businesses of that organization.

Second, the experiences of mine with MGI has been outlined in the following section. In addition, my role with the HR team and the HR practices that they apply in the recruitment process have been stated and briefly defined. The evidence that I have found has also stated in this part.

Then the literature perspective of the same has been discussed based on the books, journals and various websites. Subsequently, a research methodology that I have employed has been used to conduct a research and it is mentioned and briefly explained. This part includes also the survey questionnaires.

Finally, restrictions of the studies, recommendations and the general suggestions are stated in the final section of the report that consists of the information that is found as the result of the study and the data collected due to the purposes of the research.

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List of Acronyms

Sl	Acronym	Full Form
1	MGI	Meghna Group of Industries
2	CHRO	Chief Human Resource Officer
3	DGM	Deputy General Manager
4	AGM	Assistant General Manager
5	HR	Human Resource

Chapter 1: Organizational Overview

Meghna Group of industries (MGI) is among the largest and most well established organizations of companies of Bangladesh with 50 years of experience and having an annual turn over of USD 3.00 billion. At present, 50,000 plus workers employed on a full time basis. (MGI Website). In addition to that more than 6,000 distributor and nearly 15,000 suppliers have direct association with its massive operation. (MGI Website). It is doing business of all sorts throughout the Bangladesh and is satisfying the needs and wants of consumers along with the stakeholders. Recently this organization has 45 factories and 54 various industries. (MGI Website).

Meghna Group of Industries began their process in 1976 by the name Kamal Trading Company. (MGI Website). It has launched Meghna Vegetable oil industries in 1989 at Meghnaghat, Narayanganj in a small tract of land. (MGI Website). Step by step it has expanded its business of other type of FMCG products, paper, tissue, poultry feeds etc as well as service like aviation, banking, insurance, securities and many others. It also has spread its business beyond Bangladesh to middle east, Europe, South Asia, North and South America by the export of diverse types of goods.

The first such entity is Meghna Group of Industries which owns the economic zone of its own. Today MGI owns two private economic zones in Meghnaghat, Narayanganj, having an investment worth more than BDT 3000 crores. (MGI Website). This organization is very influential to our economics as well as there has been a rise in number of job opportunities to our country.

The tax that Meghna Group of Industries pays every year as per the fiscal year 2017/2018 is 250 million US Dollar. (MGI Website).

Vision of MGI is “Be Bangladesh’s most admired & progressive global conglomerate”. (MGI Website).

Mission of MGI is “Delighting our customers and maximizing value by innovative solutions, inspired employees, adaptation of technological advancements and living in harmony with environment.” (MGI Website).

Values of MGI are integrity, respect, customer focus, teamwork and keeping promises. (MGI Website).

1.1: Board of Directors



Mostafa kamal
Chairman & managing director



Beauty Akter
Vice Chairman



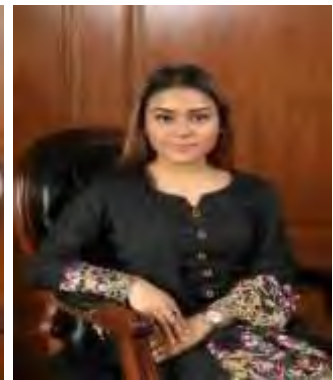
Tahmina Mostafa
Director



Tanjima Mostafa
Director



Tanveer Mostafa
Director



Tasnim Mostafa
Director

Collected from: MGI Website

1.2: Business of the Organization

A summary of total business of MGI is given below in the table –

Companies	45
Industrial Units	54
Yearly Turnover	USD 3.0 billion
Business partners	3,000+
Suppliers	15,000+
Employees	50,000
Brands	Fresh, Super Fresh, Meghnacem Deluxe, Pure, No. 1, Actifed
Operational Sectors	FMCG, Building Materials, Shipping, Logistics, Printing & Packaging, Financial Institutions, Aviation, Media, Energy & Power, Chemicals, Commodities, Feeds, Pulp & Paper, Economic Zone, Real Estate
Export Market	India, Bhutan, Nepal, UAE, Kuwait, Singapore, Malaysia, UK, Hong Kong, Sri Lanka, Vietnam
Logistics And Services	Oceangoing Vessel : 10 Lighter : 60 Covered Van / Bus / Truck / Private Car / Crane / Pay Loader / Pickup / Ready-mix carrier / Ambulance: 1305 Air Craft (Helicopter) : 04

Collected From: MGI Website

Meghna Group of industries owns 45 companies. Throughout the world Bangladesh it possesses a good brand value. Besides in the two exclusive economic areas Meghna Group of industries possess 45-54 factories. (MGI Website). The Information on various firms of MGI is provided as below-

Sugar

Fresh sugar is one of the popular brands of sugar in our country both in as far as brand name is concerned and quality wise. United sugar mills Ltd. that was founded in the year of 2005. (MGI Website). The plant manufactures 2500 MT sugar in a day using of modern technology and the imported raw materials in a day. (MGI Website). It lacks in crystal oil and it ample fills the needs of sugar in the 10 million houses. (MGI Website).



Edible Oil

It processes 3,60,000 MT of oil each year; it uses the best quality soybean and crude Tanvir oil mills Ltd. seeds in the entire world to produce the oil. (MGI Website). The two brands are super fresh soya bean oil and super fresh vegetable oil. Further, besides these, there is one more brand of edible oil called Fresh mustard oil which is manufactured in Surma mustard oil mills Ltd. It uses modern equipment and foreign raw materials to generate 1050 MT of oil every month. (MGI Website).



Flour and lentils

The top flour brand in Bangladesh, as well as in the south Asia (in general), is called Fresh and No.1 flour. Sonargaon flour and Dal mills Ltd. manufactures 600 MT per day. (MGI Website). There is also production of Fresh suzi, Fresh maida, Fresh bran in the same plant with land area of 2.5 Acres. (MGI Website).



Fibre

The United fibre (Est: 1999) and Tanveer polymer industries Ltd. (Est: 2002) are providers of export quality fibre and PP woven bags. (MGI Website). The brand name is called as tanveer polymer and the plant has the capacity of 200 000 pieces bags per day. (MGI Website). Along with this Unique Cement Fibre Industries Ltd. sells 12-13 million small sacks per month in the national as well as the international market. (MGI Website).



Milk

Meghna Group of Industries has 2 mill producing industries namely Tasnim condensed milk (Est: 2011) and Tanveer food Ltd. (Est: 1994). (MGI Website). The brand names are as No.1 condensed milk and Super fresh full cream milk powder. The plant capacity of fresh milk is 3500 MT of milk per month and fundamentally the local market is its main customer. (MGI Website).



Beverage

Meghna Beverage Ltd is a fresh start up of MGI. It is founded in 2017 and the drinking water and soft drinks are the primary products of this factory. (MGI Website). Fresh mineral water is not new in the past time but the soft drinks as well as energy drinks of various flavors are the new addition in Meghna Beverage.



Spices

The most significant ingredient of every day dinner with us and also in Tanveer Food Ltd. is spices and every month we produce spices in the size of 150 MT. (MGI Website). Its brand name is Fresh spice and it covers the local market.



Pulp and Paper

One of the largest paper related factory in the whole Bangladesh is Meghna pulp and paper mills which has opened up in 2012. (MGI Website). The hygiene products, A4 paper, pocket tissue and facial tissue are some the products produced under this industry particularly. The brand name is Fresh and within a day it makes 450 MT of its products. It not only covers local market but also covering export in south Asia and Middle East. (MGI Website).



Aviation

Since 2011, Meghna Group of industries launched Aviation service. (MGI Website). The services offered by this company are corporate helicopter, leisure helicopter and the ambulance helicopter charter. It has four helicopters to offer the service.



Cement

The unique cement industries ltd which has been set up in 2001 has contributed a lot to the cement industries besides to the economics of our country. (MGI Website). It is offering the best quality and standard supply of cement not only in our nation but also the Mid East and south Asia. The govt. and the builders of our country are specially the consumers. Its brand names are Fresh super, Fresh special, Fresh and Meghnacem. Its capacity of the production is 12000 Ton/day. (MGI Website).



Chemical

Tasnim Chemical Complex Ltd was formerly founded by Meghna Group of industries in the year 2009. (MGI Website). It plays a tremendous role in our fast industrialization particularly in garments industry. The factory can come up with a world class standard quality chemicals product that fully satisfies the demand of dying processes, textile industries, pulp and paper processing industry, mineral water and steel mills as well as other various industries in our country. This plant has a chemical production capacity of 4800 MT annually and raw materials are imported to this plant and its sources are Germany, China, India and South Korea. (MGI Website).



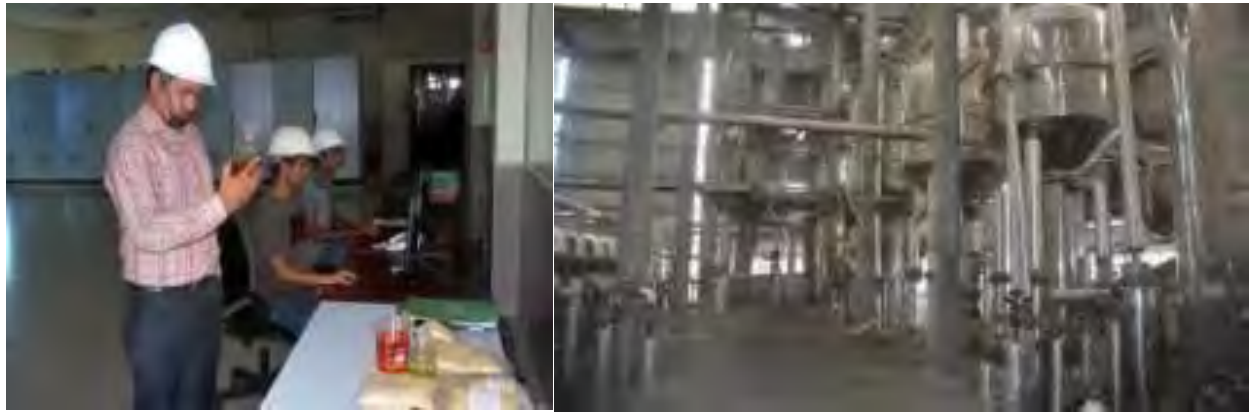
Tea

Meghna Tea Company Ltd. is such an organization that was established in year 2000. (MGI Website). It is supplying tea liquor everywhere in the country and names of brand are Fresh premium tea, Fresh Daneder tea, Fresh dust tea, No-1 Leaf tea and No-1 strong tea. The source of raw materials is Sylhet and Chittagong and the capacity of this plant is 1200 MT monthly. (MGI Website).



Seeds Crushing

Meghna Seeds Crushing Ltd. incorporated in 2011 is one of the biggest seeds crushing mills in our country. (MGI Website). In essence this is an industry that yields high quality soya meal and rape seed cake. Fresh Soya meal and Fresh rape seeds cake are the brand names. The plant can produce Soyabean 2500MT/day, Canola 1800MT /day and Sunflower Seeds 1800 MT/day. (MGI Website). They are imported as raw materials as USA, Australia, Brazil, Argentina, Canada, China, Paraguay are the major nations supplying this material and today it has been serving the local market in our country. (MGI Website).



Meghna Group of Industries is among the biggest conglomerates of our country. In the above most of the information of the company has been addressed. However, CNG industry, steel industry, Shipping industry, Real estate, Securities, Salt, Securities, Insurance, Bakery products, Fresh LPG, various food products, Printing and packaging, Energy and power and Poultry and Fish feeds industry also are owned by this organization. Each two years MGI is launching a new industry which basically using the red ocean strategy. In addition, as indicated in its business plan Meghna Group of Industries will soon commence its ceramic mills and Luxurious Hotel business. Meghna Group of Industries does such a large golf of our economy along with minimising the unemployment issues of our nation. Finally, Meghna Group of Industries will not only become bigger in the domestic market (Bangladesh) but also in the international market by setting a global standard and they will hopefully achieve its ultimate objective.

Chapter 2: MGI Recruitment and Selection processes

2.1: Introduction

All Business students of BRAC University must write an internship report focusing on their 12 weeks of working in any organization. This report Exhibits the principal aim of submitting this report is an embodiment of the practical aspects of the knowledge what we have attained during the four years in the BBA study course. I have joined Meghna Group of Industries that happens to be one of the largest groups of companies in our country and I have tried to learn as much as I can about what they practice as a daily routine. In the very initial stage, I adjusted myself with the corporate cultures and pursued according to instructions what they gave me.

I joined Meghna Group of Industries on 17th May, 2025 as HR department intern and later completed my internship after 12 weeks of work on 14th August, 2025. During this tenure, I was supervised directly by Atiq Uz Zaman Khan (CHRO) and my reporting Head was Md. Ruhul Amin (AGM-HR) and I was assigned to work in recruitment team. This report relies on my experience in the organization what I have gained about working. In addition to this what recruitment and selection process Meghna Group of Industries adopts, a lot of discussion on that has given in this report. In addition to these the report has also described the nature of challenges and challenges MGI encounters to make proper man power planning. This report is basically an account of a work experience in real life with an organization that could serve the additional study as also as research.

2.2: Recruitment and Selection procedure of MGI

The Meghna Group of industries had the HR department subdivided into four functions. Those are-

1. Recruitment Team
2. Learning & Organizational Development Team
3. HR service Team

Recruitment team conduct the task of finding, screening, sorting and joining to an employee. It is a prolonged process yet recruitment team must do it in a short time in an effective manner.

➤ **Recruiting candidates:**

Meghna group of industries gets the CV's of their candidates through the various sources. The simple instrument is the posting of job advert in the online basically in BD jobs.com. This is the practice that they adopt to hire the entry level and mid-level employees. Regarding hiring of top level employee's they attempt to conduct the process of head hunting. HR team approaches various top-level employees of various organizations and communicates to them through various communication facilities. Additionally, the HR team of MGI is undertaking on-campus recruitment process that has become a great encouragement to the fresh graduates to join MGI and kick start their careers.

During such campus recruitment drives, MGI often works together with top universities and academic institutions where they organize career seminars, presentations and interviews on their campuses. Not only does this allow MGI to access a stream of young dynamic talent but also this should contribute to improving the employer branding within the company amongst students. Further, the firm is slowly transitioning towards a more digitized and data-driven approach to its recruitment efforts with the goal of improving the efficiency of the hiring process and being able to better place the talent in the right roles. The reason MGI follows a thorough recruitment process is because it is geared towards providing a solid and competent workforce that shares the same vision as the company on a long-term basis.

➤ **Selecting Candidates:**

Recruitment team after receiving the CV accessed at various locations short list only a few among all which fit the job and will be able to fit in the culture of the organization. Recruitment team checks a convenient time to undertake the interview and the written exam (If needed). Then they summon the candidates to take part in the written exam and sit in the viva. It is all decorated with viva board and appropriate people are invited to conduct the viva in which presence of HR personnel is compulsory. Upon completion of the viva the candidates that have been selected are invited to come on board on a specified date. The candidates who have relevant experiences are more favoured in the selection process. Once the joining has been done, the recruitment team verify the employee's educational certificates and then prepare the personal file accordingly to the recruited candidates. Thereafter, an orientation exercise is held by Learning & Organizational Development team of HR to the newly joined employee.

➤ **Onboarding Processes of Meghna Group of Industries (MGI):** The onboarding process in MGI is systematic and extensive so that there is a seamless transition of employees into the organization. It starts with the release of the joining letter and the employee must fill the same and submit as a confirmation of his employment.

After that, a disclosure form is required to be filled by the employees. In this form, they should state whether they have blood relatives that work at MGI at the present, or relatives that are dealing with the company in terms of being suppliers or business partners etc. This is to ensure transparency, as well as, eliminate conflict of interest.

The employee is then asked to fill out a reference form in which he/she gives the contact details of two family members and two professional references. Such references can be contacted by the company that requires additional verification or background information.

Then, the employee will be required to fill in a nomination declaration form that will specify the beneficiary of the employee in future (in case the employee needs medical or any other company benefits).

Lastly, the HR will inform the new worker about the entire schedule of the day, and that way they get it upon their mind what the orientation entails, the departmental visits and any training that may be done. Such a structured onboarding practice makes newly hired personnel feel welcomed, informed, and ready to embark on their careers with MGI.

2.3: Job of a HR intern

An intern in MGI-HR serves a different purpose as compared to the others. An intern is a helping hand in most of the organization. Like all the other departments, the HR department in MGI has a lot of workload. During all the time the HR people are occupied with various forms of work and they give those work to the intern which is not confidential. An intern is expected to have the following basic duties-

➤ Interview Coordination:

During my internship period with the Meghna Group of Industries (MGI), I was privileged to learn and participate in the recruitment process in terms of the coordination of the interview. Taking the order of applicants entering the interviewing room was one of my major duties. The HR department gave me an attendance list with names of shortlisted candidates. I had to notify their arrival, make sure they are timely and lead them to the waiting zone.

I needed to follow the right serial order to ensure that each candidate would appear in the interview room according to either a time or a number or without causing disturbance or

confusion hence the need to follow the right serial order. This needed proper care of detailing and effective communication to the candidates and with the HR officers.

The activity made me to learn how to manage my time, organised coordination and professionalism in the process of recruitment. It also exposed me first hand to the live activities of an interview process, starting with arrival of a candidate to the end of evaluation. Helping with this aspect of the recruitment process, I was aware of how even the simplest logistical processes would help achieve a successful and easy hiring process.

➤ **Written Test Invigilation:**

I was also involved to supervise written tests. These were written exams that were administered on the various departments and I was to oversee three of such departments. The examinations were conducted after a period of one and a half hours and candidates were expected to finish the examination within the stipulated duration. The written test served as a crucial yet significant process of sifting since only those candidates who scored higher than the set mark were called upon to the next level which was normally an interview by the top management.

I was in charge of distributing question papers, making sure that there was no malpractice, timing, and at the end of the session collecting the scripts. I was required to concentrate during the period of taking the exam and learn what the HR team asked me to.

This experience taught me the professionalism and justice involved in hiring employees in a company. It also instilled in me the confidence in operating a professional examination set up and how rigid processes of evaluation are employed to uphold hiring standards in such large organizations as MGI.

➤ **Invitation of Shortlisted Candidates through Contacts:**

The other most important role of the HR interns at MGI is to put across shortlisted candidates to come to the interview. As soon as a list of the selected applicants is completed by the HR department, I had to make phone calls or send emails to these persons in order to interview them.

I gave all the details needed which include the date of conducting the interview, time, place. I had to speak to each candidate politely, understandable, and professionally. I had to respond to simple requisite questions of the candidate, slot rescheduling, or attendance confirmation. The recruitment team usually records all updates concerning such communications in an Excel spreadsheet or conversely, sharing the same with the team.

This activity improves the communication skills mine also my confidence, and professionalism. It also allows me to have a practice in real world situation how to handle candidate queries and managing applicants and the team of HR staff. Being in time, having the necessary information, and a gentle voice are the lessons, which are necessary in any HR job to an intern. Also, it makes me a bit of familiarity with the workings of the recruitment pipeline and what effective communication does to streamline the system.

➤ **Prepare Exposure Sheets:**

I still made exposure sheets in Microsoft Excel- one of the most used documents in the recruitment. Exposure sheet is a simplified record that gives vital details concerning short listed candidates so that the HR people and the interviewers can easily have access to and use. It comprises of the name of the candidate, age, number of contacts, education level and brief career synopsis.

This data is compromised in the following manner; the interns access this kind of data by going through the CVs that have been submitted by the candidates after which they compile it in an organized format in accordance with excel. The sheet has to be clean, legible, and uniform since the profiles can be determined carefully without snooping through resumes. It should be precise and an oversight on the input of the data can land the practitioners in trouble in the selection procedure.

This is one of the assignments that prepares interns to be skilled at data processing, excel formatting, and resumes screening, as well as what the HR teams are most interested in candidates. It is a background duty that develops technical and analytical skills and contributes to the recruitment process in general at MGI.

➤ **Educational Certificate Verification:**

Checking the educational documents of new workers is one of the last jobs that I was involved in when doing my internship. It is an important stage of verifying the background at MGI so that it should make sure that all the academic qualifications provided are genuine and correspond to the information presented in the CV.

My job was basically to go through the copies of certificates submitted to ensure they were matched with the stated qualifications, the name of the institution, year passed and even the grading system used. When there was any suspicious or any incomplete document, I was required to inform the HR supervisor so that he/she could carry out investigation.

Some of the other times, I also needed to cross-check the information with those that was typed in the personal file of the employee or database. This assignment opened my eyes to the status of credibility and compliance in the recruitment process that organizations exhibit and the relevance of authenticity and due diligence of documents in the professional environment.

➤ **Data Entry of Employee Information in Excel:**

The other important activity that the HR interns do at MGI is data entry. It is the duty of the interns to input employee details into Excel sheets or internal human resource databases. Such information can comprise the names, IDs, joining dates, designations, departments, and contact information among other possible data of the employee.

This should be done accurately and quickly. Any mistake may give rise to mistakes in the HR reports, payroll processing, or employee records. Forms or documentation given to HR, joining forms or internal records, are also some of the major sources of information that may come to interns, and they surely have to read them thoroughly before entering. They can as well use excel functions to create and filter of the data to make it easy to access and report.

This work allows interns to reinforce their excel knowledge, the ability to work with data, and accuracy. They obtain field experience on how to keep organized records of the HR and how the information can be used to inform the HR on the decision-making process. Furthermore, this task puts an emphasis on the issue of precision and consistency, which are vital qualities in the professional working field.

➤ **CVs Sorting and Communication:**

Sorting of CVs as per the requirements of a company to be hired as an employee was one of the more analytical tasks that I got during my internship experience at MGI. The criteria to be applied during short listing of candidates were explained to me by the HR team. Relevant work experience was the most significant criterion, educational training was the second-best criterion, reputation of the institution where an individual studied and training or certification. I was to carefully check every CV, judge it according to these factors and assist in narrowing the list of candidates to sit the written test and be interviewed.

Upon completion of sorting, I was instructed to come up with a comprehensive CV chart of all the candidate information in an organized manner. The latter data was then uploaded to HRM database where the records could be easily retrieved by the recruitment team.

Besides this, I used to occasionally make a phone call to some of the candidates to update them of future assessment or interview. I was also entrusted with dispatching of email invitations that would include vital information such as interview date, time and place and other documents required. This assignment gave me confidence in communication and how to coordinate the candidates in a company environment.

➤ **Employee Personal Files:**

Interns at MGI also have to work to support the development of the personal files of the employees. This undertaking entails the arrangement of collection of significant documents under each newly recruited staff like their curriculum vitae, copy of national identification card, higher education certificates, appointment letter, disclosures and references details.

It is the responsibility of the intern to maintain an organized set of documents; make sure that all of them are in place with proper labels or paperwork, and keep them in the right position whether it is the normal folder or in the virtual HR folder. Precision and privacy are crucial since these documents are the legal and HR record-keeping records of the company. There are also times when even the new employees will be required to consult with interns in case they cannot read or understand a document.

This responsibility helps to educate interns on the necessity of documentation, confidentiality and organization of records in HR. They will be taught the effectiveness of correct file management in terms of contributing to audit readiness, lawful proceedings and the ease of HR affairs. It also makes them better in terms of attention to details and ability to conduct administrative duties and helps them be more competent in any office environment or HR sphere in the future.

2.4: Recruitment issues in the recruitment process

In recent times, Meghna Group of industries has become one of the largest group of industries in our country and nearly 50,000 people are employed in this organization, at present. The operations of MGI that are engaged in four offices or are Head office, FMCG office, Chittagong office and the factory complex. FMCG office does not have HR division, but all the other HR operational activities are done under the control of Head office HR department and only the Head office HR department does all the HR activities. Occasionally, Head office HR also runs some work of FMCG department as well. Thus, the recruitment activity keeps the head office HR in a high pressure. This huge number of employees is very difficult to maintain and handle using a small team. Therefore, the head office HR experiences various forms of challenges in the recruitment and selection process as much as possible. Bulk of regular employees are involved in the factory

complex, however, there is no HR department specifically directed to the factory complex and as such it is very much needed. In addition, the recruitment team has to deal with mass recruitment and a very small-time frame which is barely manageable by the staff members of the MGI and such happens regularly. The joining process of all employees is head office oriented. This large quantity of data is too hard to preserve and process by a small team. HR team on a day-to-day basis had to face difficulty in addressing these kinds of issues. Plans are prepared but at times it became too challenging to perform due to appropriate manpower planning. In addition, the figures in industries are growing almost every two years and more people are recruited. Meanwhile, in case of employee turnover, the situation is lost out of control. Hence it is because of these that the issue does arise concerning lack of proper structure and planning with the recruitment team, constantly having a struggle. In addition to this, a number of employees working within the HR recruitment team experience too much pressure of multitasking at the expense of demoralizing employees. Obviously, there are loads of problems but not impossible to fix. Having observed the three months internship with the recruitment team I have encountered one great problem that has led to several other issues. The thing is -

“Inadequacy of norms in the recruitment process”

MGI recruitment process is well-organized yet lacks quality performances. A small HR department suffices many employees. Consequently, there is nothing abnormal about it losing the track at times. However, once the real cause is identified in that case, this issue can be resolved and the quality performance will increase with increased standard.

2.5: Provision of study range, limit of study

Meghna Group of Industries is a large learning ground, where one gets to know practical stuff. Working as a HR intern I was acquainted with HR activities properly. With the HR team of MGI, I have not felt like being an intern here. The duties and tasks which I have undertaken are actually a load of a full time employee. I have landed on different projects and assignments that are hardly accomplished by an intern. Some of the things that I have undergone that are so pertinent with my studies and with the knowledge that I have acquired will guide me in future in my professional life in a constructive manner. Particularly, collaboration with the recruitment group helped me to learn to work under pressure and develop the ability to be a multitasker.

However, I have also experienced some shortcomings. One-hundred and eighty days are not sufficient to obtain the entire concept of the HR practices of any big company. In addition, I did not work as their full-time employee towards the end which implies that much of their confidential information was not shared to me due to their company policy. I have actually worked as an employee by putting in full time work but was not in the know of the ins and outs. Moreover, the policy did not permit me into the employees meeting since that could be a violation of the rules

and regulations of the company. In a word I could do what I have taught to do. So, this is my study limitation here.

2.6: Goal of the report

The primary objective of this report is to discuss the alignment of workforce planning and recruitment at Meghna Group of Industries (MGI). These are getting to understand whether recruitment plans are based on the future manpower requirements, how well HR works with other departments, the effectiveness of tools such as data analytics and succession planning as means of supporting future recruiting.

Particular goals of the report are the following ones:

- To determine whether the MGI recruitment activities have been carried out as per its workforce planning strategy.
- To have an insight into the perception that employees have towards the use of data, analytics and forecasting tools by the HR in recruitment decisions.
- To analyze the significance of having heads of the various departments in workforce planning and how it assists in the recruitment exercise.
- To find out the areas where employees lack awareness on succession planning and use of skill gap assessments.
- To advise on how it is possible to enhance the relationship between the recruitment practice and the long-term organizational objectives.

Chapter 3 Literature Review

HR activities have two very crucial concepts namely recruitment and selection. It is only through the systematic approach of recruitment process that the organization will get the competitive advantages. The employees are the assets of the organization and they possess values. And by the virtue of financial language investment to the assets enhances the worth of the organization. In case any organization does not get the ideal employees to fill the vacant job in future then the organization can be at a loss. The recruiter in this case should possess an adequate knowledge in terms of the ideal choice of the employee. There is a possibility of loss when investing on the wrong employee. Conversely, process of recruitment ought to be properly organized. Lack of structure in the process of recruiting may also lead to turnover and too much turnover will reduce efficiency of any organization.

In line with Beardwell Claydon the recruitment and selection process is concentrating on recognize, recruit and place the appropriate individual in the appropriate work to fulfill the HR demands in the organization. They are both incorporated and where it ends about recruitment and the commencing of selection is a moot print. It is a problem even to experienced HR manager to hire the right person to the right job in the firm. Thus, majority of the HR practitioner will apply the recruitment and selection process to hire the best candidates instead of interviewing. (Bergwerk, 1988)

It is hard to recruit the right people in case one lacks the proper recruitment structure. In order to guarantee this pure HR professionals is required who possesses an all-round knowledge regarding the recruitment and selection process.

The recruitment can either be internal or external. However, it has to work in a cost efficient way without which it can cost the organization loss. Recruitment within enables it to be economical since they do not need to hire workers externally but in some cases it fails to meet the demanded need. However, the outside recruitment may introduce in all probability a different kind of knowledge that may lead to a better opportunity of the organization. Since external recruitment can expose the company to different way of resolving any issue. The Meghna Group of Industries pays attention to all the two recruitment categories depending on situational demand.

Decenzo and Robbin have clarified, that, Recruitment is the process which finds potential in the realization of either existing or anticipated organizational vacancies. (Decenzo and Robbin, 2019)

Edwin B. Flippo defines recruitment as one that would undertake the process of searching of potential employees and making them want to take up the job in the organization. (Edwin B. Flippo, 2019)

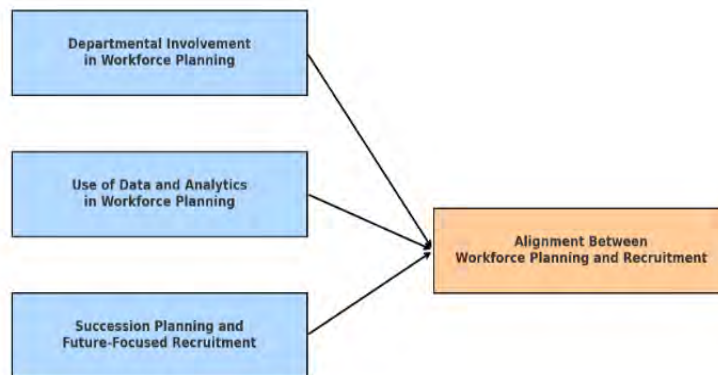
Plumbley has explained it in his own words that Recruitment is a matching process and the abilities and preferences of the candidates must be equated to the requirement and rewards that a job or a career pattern holds. (Plumbley, 2019)

It is therefore highly essential that the institution especially the large one adopts an approach that is systematic in hiring and the selection of the employees. The only means of finding out the right candidates at the right position is through the recruitment/ selection. According to Human resource policy Employees are an asset and it should be recruited by maintaining proper structure and standard.

Chapter 4 Methodology

4.1: Research Model

The following research is aimed at trying to understand how well the Meghna Group of Industries (MGI) has integrated its recruitment policies with workforce planning principles. The company is growing a lot and is hiring in numbers both internally and externally, and with that comes problems that cannot be solved in terms of forecasting, planning, and execution. That is why a systematic research model was formed with the identified key factors that have impact on the achievement of such alignment and evaluation of the perceptions of employees on the effectiveness of such practices. So, to conduct the research a research model has been formulated which is given below-



There are three key independent variable on which the research model of this study is based since they have effect when it comes to the alignment of the work force planning with recruitment at Meghna Group of Industries. The first variable is the Departmental Involvement in Workforce Planning and it reflects the extent to which departmental heads or managers are involved in activities which include forecasting department workforce requirement and contribute to making decisions about manpower staffing. The second is the Use of Data and Analytics in Workforce Planning, which discusses whether the HR decisions are informed by the data-driven tools and methods of forecasting, skills gap analysis, and recruitment trend tracking. The third variable is Succession Planning And Future Forward Recruitment whereby MGI recruits in a proactive way in respect of future organizational perceptions including leadership development. All these three reasons combined impact the dependent variable of the study which is the Alignment Between Workforce Planning and Recruitment at Meghna Group of Industries.

4.2: Hypothesis

H: 1: There is association in a significant manner pertaining to workforce planning and recruitment alignment as appropriate in Meghna Group of Industries (MGI).

The hypothesis is based on the formulation of the key purpose of the report which is to learn to what extent the recruitment in MGI is integrated with workforce planning. Within an organization as large as MGI, proper alignment is in having the ability to hire not as situation arises but proactively based on what is certain in the future of that organization. When workforce planning is effective, better and timely recruitment decisions with a view of the long and short-term talent needs should be made. According to this hypothesis, the author seeks to determine whether that kind of structured approach really exists in MGI or whether there is a difference between the plans and actions of the company.

H: 2: The participation of the Departments in the process of workforce forecasting is a positive factor affecting the efficiency of the recruitment procedure.

The focus of this hypothesis is the contribution of head of the department and the line managers in predicting the future manpower requirement. They are in the best position to know the workload and the future plans of the team they work in and their views cannot be ignored in drawing the proper workforce plan. The assumption of the hypothesis is that where heads of the various departments take an active role in making forecasts, it helps the HR develop better plans and an efficient way of carrying out the recruitment exercise to ensure that the correct personnel are caught at the correct time. It also measures the extent to which such collaboration eliminates cases of understaffing or even cases of over-hiring.

H: 3: Data and analytics in workforce planning enhance fit between workforce planning and the organization requirements.

The specified hypothesis revolves around such a need in bringing the data to the fore of HR activities on a rising scale. It is possible to point out that usage of analytics, such as turnover trends, workforce projections and skills gap analysis, can help MGI to better align recruitment activity with its strategic objectives. When planning is data-driven, we will find it easier to be able to forecast our needs and identify shortages and plan ahead with our hire. The hypothesis checks whether MGI use/ embraces HR analytics to make more informed hiring decisions that can help the business in the long run and not basing hiring decisions solely on gut feeling– or experience.

4.3: Data Collection and data sources

In carrying out the research I have use the primary data and the secondary data. I have carried out a survey and developed an effective survey question and sampled the HR and Admin department of Head office and FMCG office.

Limitation:

As I was an intern, I did not get every department's answer on the survey. So, I could get only 15 respondents who were all from Human Resource Department from HO & FMCG office.

Sources of primary data

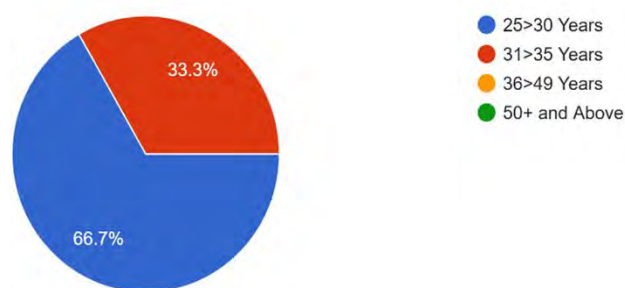
- No managerial employees

Sources of Secondary data

- Company official Website
- Different journals

4.4: Insights from the Survey on Workforce Planning and Recruitment Alignment at MGI:

Age of the respondents:



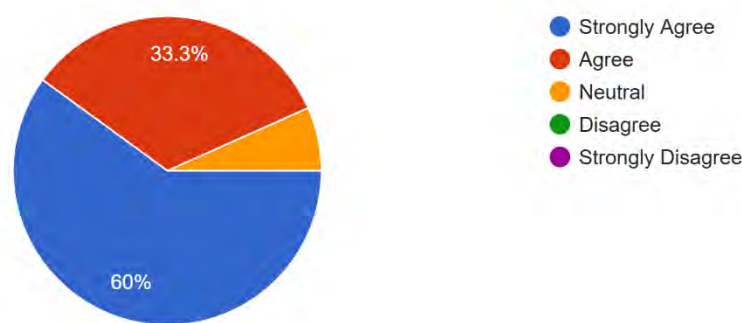
An awareness of employee age profile is relevant to any good workforce planning, its connection to recruitment strategies. In a survey among 15 employees of the Meghna Group of Industries (MGI), a question was posed asking the employee to select his or her age category. The results show that there has been a significant pattern in the age structure of employees.

Among the 15 participants, 10 respondents (66.7%) fits into the background of 25-30 years age bracket. This indicates that most of the workforce of MGI is made up of younger people who are still at the start of their careers. This group tends to introduce new energy, learning mindset and dynamism to adopt to changes in technology- and that suits well the high speed in a big industrial group like MGI.

The other 5 respondents (33.3%) are between the ages of 31 and 35. Workers of this age bracket are supposed to be more experienced and ready to work. They make the workplace more stable and in a position to mentor the younger workforce in an even work relationship.

This disposition indicates that MGI is on the trend of hiring younger talents along with having a core of experience which is further in the middle range. This blend of objectives is beneficial, and it helps to endorse both innovation and operational stability, which are the signs of a long-term thought-out strategy of workforce development and the long-term organizational development.

Clear understanding of future workforce needs:

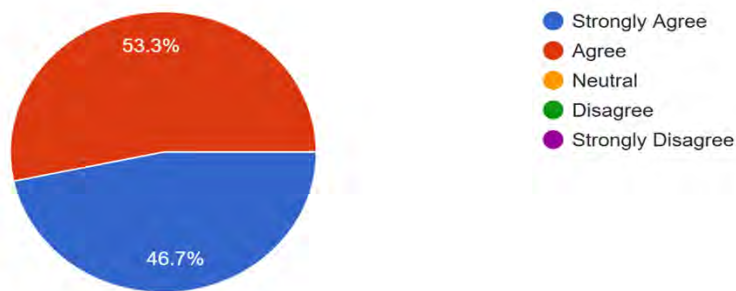


In order to determine the perceptions about the attitude of Meghna Group of Industries (MGI) towards workforce planning, the people were requested to give their point of view about the fact whether they think that Meghna Group of Industries has a clear viewpoint on what workforce it will need in the future. The survey findings show that there is a high positive mood in the respondents. Of the 15 participants who took part in the survey, 60% (9 respondents) completely agreed with the assertion whereas 33.3 percent (5 respondents) agreed partially. It means that the specification of the percentage of the participants who demonstrated that they agree to the extent could be total to 93.3 which is the indicator of the high degree of confidence regarding the strategic workforce planning of MGI.

The percentage of people who responded with uncertain and not disagreeing was only 6.7 percent (1 respondent). It is important to note that none of the respondents were disagreeing or strongly disagreeing with the statement, illustrating that there is no paradigm with regard to MGI, in terms of ability to forecast and plan its future talent requirements.

It is such a positive response that is more than enough to suggest that, the workforce planning activities offering at MGI by aligning its workforce plans with the long-term organizational objectives are being felt or rather noticed by its work force or its stakeholders. It can also symbolise that there are well working HR commination, visionary leadership, and organised recruitment strategies. In general, the survey findings indicates that MGI is viewed as an active and responsive firm in anticipating and readying its workforce, as well as in strategizing its future workforce needs.

Workforce planning is aligned with the company's goals:

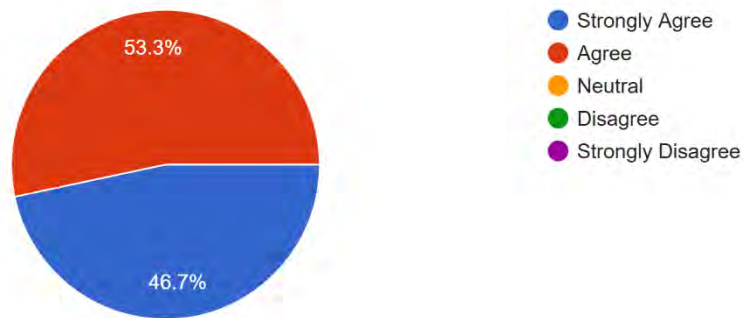


With the aim to determine whether workforce planning supports the strategic objectives of the company at the Meghna Group of Industries (MGI), a survey was developed with 15 respondents. The question was: “Workforce planning is coherent to the goals of the firm.” The feedback gained was extremely positive with a high level of unanimity between the respondents.

In the survey, the respondents were asked whether the statement was true; out of the 15 respondents, 46.7 percent strongly agreed whereas the remaining 53.3 percent agreed with the statement. This represents the fact that 100 percent of the respondents feel that the workforce planning done by MGI is successfully linked with long-term strategic goals. The fact that such number of responses were assessed as unified in agree and strongly agree statuses illustrates a healthy perception of the active and purposive role that is played by the department concerned with HR within the context of the entire company and the direction that it is taking.

The fact that there were no neutral, disagree and strongly disagree responses also proves the idea that MGI integrates the workforce planning with its larger business objectives. This indicates that the employees and other stakeholders are appreciating an effective planning in talent acquisition, man power forecasts and in recruitment strategy that is in tandem with future growth plans. This outcome speaks volumes about the HR department of MGI since it is implemented in the number-one priority of a company and supported by the key stakeholders of the analysis.

Heads of all departments are involved in forecasting requirements:



The engagement of departmental heads in predicting the number of employee needed was one of the fundamental scopes addressed in the survey on the subject of Workforce Planning and Recruitment Alignment at Meghna Group of Industries (MGI). This is essential in meeting not only workforce planning but that matches with the reality and strategy of the department. Effective forecasting will enable prevention of overstaffing or understaffing and enable HR to make timely recruitment processes which fulfil the business need.

In order to measure this, we have asked participants of the surveys whether they have agreed with the following statement: Departmental heads take part in workforce requirements forecasting. In this survey, 15 respondents took part, and they were either employees or HR associates of MGI.

The findings indicated that 46.7 percent agreed with the statement strongly and the rest of the respondents (53.3) agreed. It is interesting to note that there are no responses with neutral, disagree or strongly disagree results, which shows that the same degree of agreement to this issue was applied by all of the respondents.

This finding indicates that there is a high sense and maybe behavior at the MGI when it comes to departmental heads being part of future staffing requirements of their particular departments. This kind of engagement is good testimony of cross functional application between the HR department and the line management. The involvement of departmental leaders when it comes to contributions in forecasting can also lead to more thorough planning as they possess a precise idea of the future projects, operational needs, and skillsets requirements.

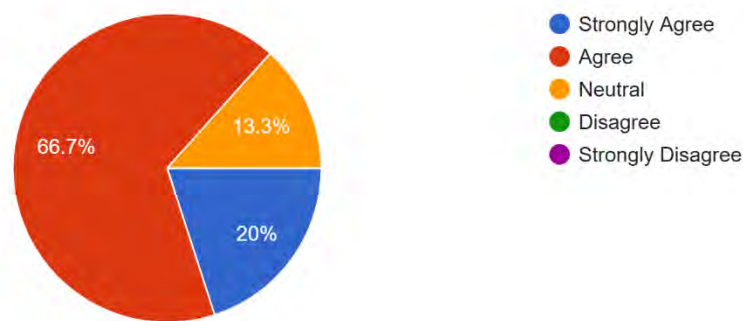
This result is also an indication of very high level of assurance of this practice since almost half of the respondents strongly agreed which may imply that in many of the practices, the input of departmental heads is not merely formal but indeed satisfying and influential. Their perceptions

will probably assist the HR departments in making well-informed decisions associated with recruitment schedules, job positions, and succession planning.

Besides, the above finding points to the fact that MGI utilizes a strategic approach to workforce planning, where the contributions of various bodies of the organization are treasured. The latter also demonstrates that the company might be already following a more bottom-up approach to planning, that is conducive to the development of realistic and feasible hiring plans.

Finally, the survey responses validate that the involvement of the departmental heads in workforce forecasting is a novel scenario that is valued in the company of the Meghna Group of Industries. This congruence between the department leadership and the HR is a must in ensuring that the organization has the right people in the right roles and at the right time.

Use of data & analytics for planning workforce decisions:



In order to learn how well data and analytics are applicable in workforce planning of Meghna Group of Industries (MGI), a survey was done among 15 respondents. The key statement that was presented to the participants was: MGI employs data and analytics in workforce planning.

A major tendency of accepting this statement is depicted in the results. In all its respondents, 20 percent (3 participants) agreed strongly with the statement showing complete belief in the data-driven practices that the organization adopts in decision-making against workforce planning. These actors are likely to see compelling examples of when the forecasting of recruiting, or assigning people to manpower, or succession planning take place on bases of statistical evidence or predictive analytics. Their answers are an indication of the fact that the HR and strategic planning departments at MGI certainly utilize quantifiable information in an effort to cultivate the personnel profile of the company.

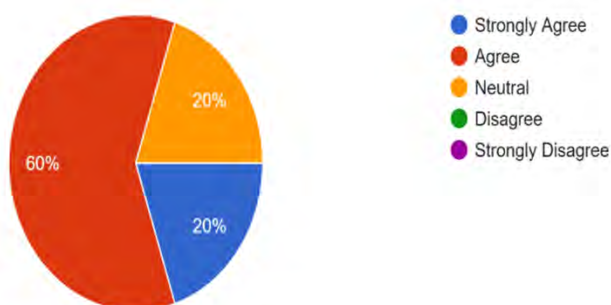
A bigger portion (66.7 %), 10 respondents, agreed with the statement. Although this is not as positive as strongly agree, this will indicate an optimistic stance on the integration of data in the workforce planning by MGI. Such postulates are likely to be admitted by these participants in terms of the usage of spreadsheets, HR software, employee turnover insight, or employment patterns. Most of the employees or observers feel that MGI is on the right track in addressing its workforce requirement against business objectives through analytical assistance since this is an area that they believe there is a high rate of agreement.

Conversely, 13.3% (2 respondents) had mixed or no direct knowledge of the answer which implied that they did not care or had mixed feelings on the extent of application of data used in workforce planning. This might indicate ignorance on the level of exposure to the HR planning activities or inaccuracy in the deployment of data among the departments. It may as well mean that even though MGI may utilize data in certain sectors, the use might not be fully maximized or apparent to all the workforce.

On the whole, the survey results show that there is a positive attitude towards MGI judgments and methods of data and analytics in workforce planning. Based on the fact that 86.7 percent of those who responded indicated agreement or strong agreement, it can be seen that the organization is well known when it comes to strategy in terms of manpower planning. Nevertheless, the existence of the neutral responses might be evidence that there is more to be done in the area of transparency or employee involvement in data-driven planning implementation and communication of the same within the organization.

Such learnings may be used in the future to build upon MGI workforce planning strategy as the company must become better aware of the available technology, analytics-related activities, and how to make them more visible across the firm.

Succession planning is considered an important part:



According to the survey conducted with the aim of studying the workforce planning and recruitment alignment at MGI, the topic of succession planning in the context of the workforce planning design turned out to be one of the questions that had to be avoided. Succession planning has become a greatly accepted concept in HRM as it is the strategic plan to maintain the continuity of key positions of an organization by preparing and developing the future leaders of the organization within the organization.

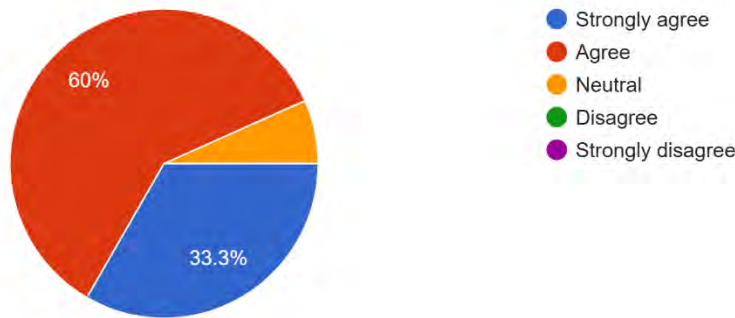
A total of 15 employees took part in the survey in response to the following statement: Succession planning is viewed as a significant workforce planning component at MGI. These data indicate an optimistic attitude toward succession planning at MGI, yet there is still a possibility of leaving space and making it clearer. Among the 15 people that responded: Two of the participants (20%) who strongly agreed with the statement claim that they are very proud of having their cultural identity. A total of 60 percent of the participants agreed with this. Of the total participants (100%), a quarter (25%) were advocates, half (50%) took neutral ground and the same portion (25%) were opponents.

The fact that 80% of the respondents strongly agreed and/or agreed are evidence that a huge proportion of the respondents realize the strategicity of succession planning in the workforce planning process at MGI. This positive feedback shows that the company is probably making efforts to create new talent, groom them to assume some of the biggest roles and eliminate the risks that are linked to leadership gaps or sudden departure of the leaders.

The lack of direct response equal to 20 percent of the participating parties may indicate the fact of noninvolvement or even ignorance of official succession planning practices in their particular fields. It may also refer to the fact that despite the existence of the policy, there can be the implementation or exposure of the policy at all levels.

Such results substantiate an idea that MGI focuses on sustainability of its workforce on long-term by including a succession planning strategy as a part of HR strategy. It also, however illustrates the possibility of more communication, training and documentation of the succession processes to provide comprehension and participation among departments.

Workforce planning is regularly updated & reviewed:



An important question in the survey done on 15 respondents at Meghna Group of Industries (MGI) was on whether or not workforce planning is done with the possibility of reviewing and updating plans regularly in wake of changes in businesses. The question asked was: “Workforce planning is periodically reflected and updated as per changes in the business.” The answers are very helpful in understanding the perception of workforce planning employees have on the dynamism of the issue in the organization.

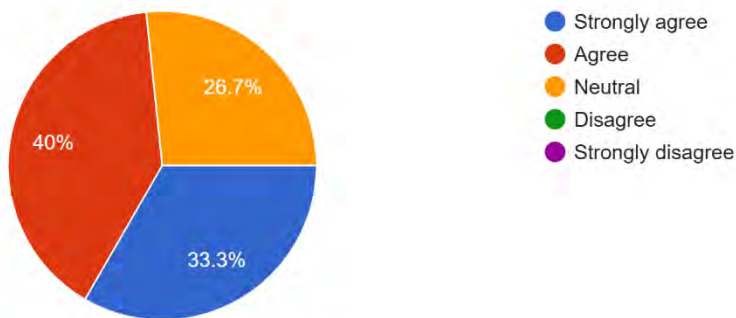
As shown in the data, a large proportion of the participants identify with the statement and agree to it. In particular, 33.3 percent of the respondents were strongly agreeing that a firm belief exists that workforce planning at MGI, in fact, is regularly reviewed and that it is in response to that review that the plans are revamped. This high agreement can be related to certain confidence in a large section of the workforce that the management is active in meeting the work force requirements as the business needs change.

Moreover, 60 percent of the respondents just agree with the statement. This is the majority opinion that indicates that a big number of employees recognizes the ongoing efforts in the company to update the workforce plans. They feel the HR and management departments are always looking at and reacting to the shifts in market factor, production needs or strategic focus and altering the workforce plans based on changes.

Very few people were neither agreeing nor disagreeing with the statement i.e., 6.7 per cent. This apathy might be a result of lack of direct participation or general knowledge of workforce planning process by these employees or it might be a result of lack of knowledge when such reviews are undertaken as well as whether such reviews are effective.

All in all these survey findings establish a very high internal belief that MGI indeed takes proactive steps in ensuring its workforce planning evolves in accordance to the changing requirements of the business. This correlation is very essential in sustaining the firm with the correct talent, skills and capabilities to survive and be adaptable to a dynamic business abortion. According to the results, the employees mostly feel confident that the organisation practises strategic human resource management and this would encourage them to be confident on the capability of MGI to monitor and manage their labour needs.

There is a proper benchmark to identify skill gaps:



A survey was deployed among 15 respondents to know the perception of employees on the effectiveness of Meghna Group of Industries (MGI) in terms of owning the problem (of skill gap in its current workforce). The reason behind asking the question was to determine a kind of structured and clear benchmark that the company operates on to check and determine where the employees required skills or competencies may be lacking.

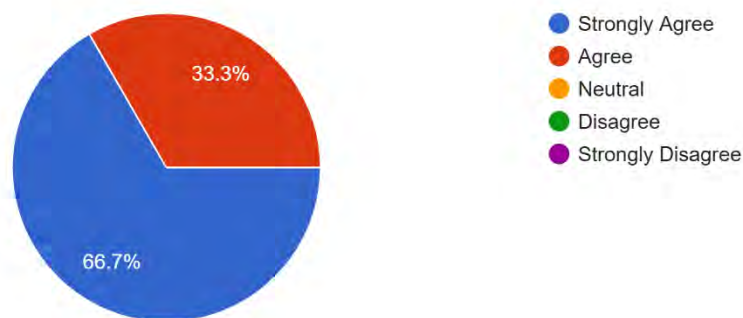
The results of the survey are not very pessimistic when it comes to accepting the presences of such benchmarks. Of the respondents, 33.3% strongly agreed that MGI has the established and right benchmark to help spot the gaps in skills. This means that approximately a third of the respondents are sure that the company exercises clear criteria and instruments to examine the workforce capacities and identify places where growth or training is needed.

Additionally, another 40 percent of respondents said the same, demonstrating that there is a significant pool of employees who feel that the skill gap detection system present in the company is well organized albeit not emphatically enough to entrench in their minds. The combination of the two groups is a major percentage (73.3-percent) of the sampled employees; they are aware that there are adequate benchmarks to check the skills of the workforce.

Conversely, 26.7 percent of the respondents were neutral. This non-committal position can be received in many different ways: some workers may not understand the procedures that have been employed to determine the skills requirements, others may simply not be exposed to such tests in an analysis sort of way and others may just not feel that the standard yardstick has been well explained or applied. There is no striking disagreement among the responses that suggests the current practice is not fully satisfied with or that there is a process to improve the levels of transparency and communication.

In general, the survey established that most of the staff at MGI addresses the fact that there are clear cut standards of locating lapses in skills among employees. This favourable impression is important because it testifies to confidence in the human resource development policies of the company which is critical in balancing the employee competencies with the corporate objectives.

Recruitment at MGI is based on clear job descriptions & specifications:



One of the most important questions of the survey was the following one: “Recruitment at MGI also depends on the existence of clear job descriptions and specifications.” The objective that this question attempted to determine was whether the firm implements a comprehensive plan on how to define roles prior to starting the recruitment process.

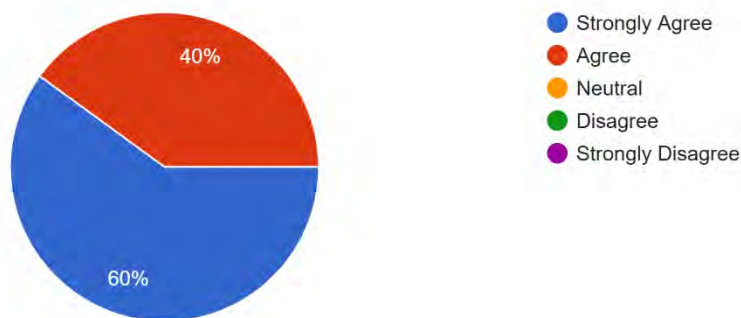
Among all of the 15 respondents who were surveyed, a vast majority of 66.9 % (10 respondents) strongly agreed with the statement. This suggests that to the majority of employees or stakeholder, MGI recruitment procedure is very clear and is in line with the particular job demands. The other 33.3 percent (5 participants) chose the option of agree hence though they favor the statement, they might have witnessed some forms of variation or a slight absence.

It is crucial to note that there are no neutral, disagree, or strongly disagree answers among the respondents meaning that there is a great percentage of how sure they are about the approach of

MGI regarding recruitment. The findings indicate that MGI is more concerned with clarity and structure in terms of job functions and expectations of the candidates.

Collectively, this close actress across the board denotes the fact that job descriptions and specifications are not only in existence but are communicated and acted accordingly. This organized process is very important in the attraction of the right talent, aligning workforce planning to the goals and objectives of an organization and ensuring the companies hire the right people in the right job.

The HR team communicates with department heads effectively during recruiting:



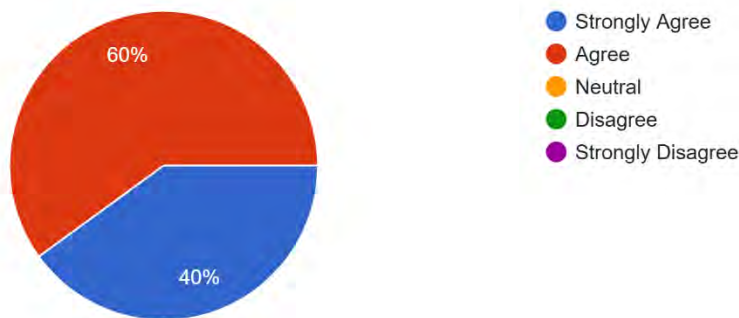
To determine the effectiveness of interdepartmental communication in terms of the recruitment process within Meghna Group of Industries (MGI), a certain survey question was used: " The HR department is effective in communicating with the department heads in the context of recruitments." The survey is conducted on 15 people, all of whom are either people who have first-hand experience or are knowledgeable about the recruitment process in this organization.

According to the answers, the perception about the communication practices of the HR is highly positive as 60 percent of the respondents strongly agreed to the statement whereas the rest 40 percent agreed. Markedly, the responses that fell in the neutral category, disagree and strongly disagree categories were not observed in this survey, thus showing a complete unison of the participants who responded that the communication between the HR department and the various heads of the departments are effective and consistent.

Such an outcome recalls the representation of appropriate levels of departmental alignment and coordination within the recruitment process that has to be in place in order to make sure that the hiring requirements of the department will be effectively recognized and addressed. Effective communication facilitates the process of recruitment not only because it makes it fast but also

because the chances of getting the right people recruit when the relevant department heads are involved in key decision making processes is higher. The survey results can, therefore, be used to argue that MGI has a cooperative atmosphere of recruitment due to its organization of effective and permissible communication channels.

Recruitment process is aligned with company's long-term plan:

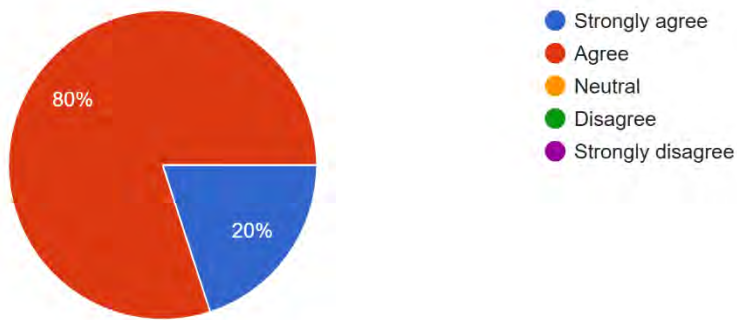


To address the objectives of exploring the alignment of the recruitment process and long term workforce planning at Meghna Group of Industries (MGI) a survey was administered on 15 respondents most of which are the employees or working directly in the field of HR. The survey also contained items such as, the recruitment process is in tandem with the long term workforce of the company and the survey takers rated their agreement to this statement.

The findings indicate that there is a high degree of the positive perception of alignment. Forty percent of the 15 respondents strongly agreed with the statement whilst the rest 60% of the respondents, 9 individuals, agreed with the statement. This reveals that all the respondents, in solidarity, feel that there has been an obvious and efficient correspondence amid MGI recruitment plans and its overall workforce arrangements.

These kind of responses indicate that the firm has gone a long way in ensuring that it does not hire people at random and reactively, but rather do it based on where they see themselves forming strategic growth with respect to future hires. It also implies that HR planning in MGI is proactive and data-based, that is, based on sustainability and long-term stability of staffing. The regularity in positive response demonstrates a generalised view of how the company addresses the talent acquisition in an organised way in the minds of the staff.

Workforce planning & recruitment functions work collaboratively:



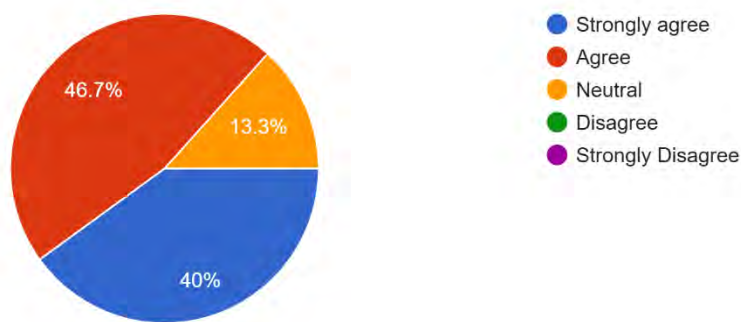
To know the co-operation between recruitment and workforce planning functions in Meghna Group of Industries (MGI), a survey form was administered to 15 people. The concrete statement that was given was that workforce planning and recruitment functions collaborate at MGI. The question of the respondents sought to know their agreement with such statement.

The psychology of the participants as shown in the survey results shows that most people have a highly positive view of the correlation of these two major HR functions. Of interest, 20 percent of the respondents strongly agreed with the statement, with the rest of them agreeing to the statement. This indicates that all respondents marked out a high degree of cooperation between the workforce planning and recruitment department and that there was no disagreement or neutrality indicated there.

The overall 100 percent agreement rate is an indicator that MGI has been working well in striking concurrence between mapping a workforce requirement and implementing human resources hiring practices. This percentage of staffing correspondency is critical towards ensuring prompt staffing, reduction of talent shortages and organizational development. The answers show that the employees or observers perceive that both the planning and hiring groups are on the same page where they are collaborating effectively to meet staffing objectives.

This finding is also an indication of how the HR processes within the organization are organized and how they are collaborative towards the efficient organization of talent acquisition that is in line with the workforce planning goals.

HR & other departments co-ordinate to ensure organizational goals:



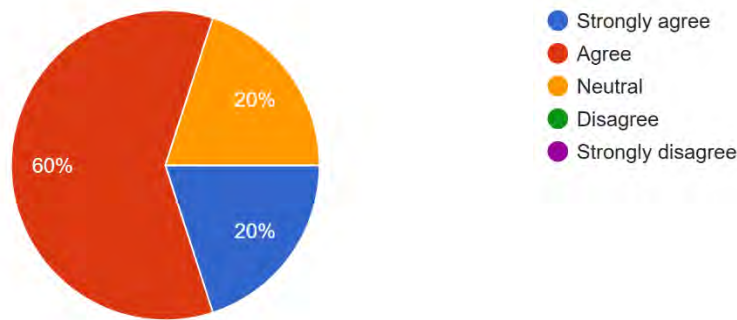
To determine the extent of coordination between the department of HR and other departments in recruitment in organization within the Meghna Group of Industries (MGI) a survey was performed on 15 respondents. The answers can give valuable feedback on interdepartmental cooperation in the recruitment process.

As the survey revealed, using the statement, 40 percent agreed strongly that there exists a very active and executable cooperation between HR and other divisions so that recruitment is considered to tie up with the corporate strategic goals. Moreover, 46.7 percent of the respondents concurred, and this further strengthens the notion that the coordination activities are to a large extent evident and functional within the entire organization. Combined, these values demonstrate two trends: that 86.7 per cent of those surveyed have a positive notion of the alignment of recruitment practices with wider organizational purposes, and that there appears to be a strong difference that exists between perception and reality, illustrating that a considerable length amongst the respondents is of the viewpoint that recruitment practices are not connected to larger organizational objectives.

Conversely, 13.3% neither agreed nor disagreed which means that even though the majority are aligned, a small part of respondents might not have a sufficient view into the process nor can they believe that collaboration could be enhanced.

It is clear that the survey shows that the company is fairing well in making recruitment efforts to be of strategic nature but there is slight room to improve in enhancing more awareness and cross-functional perceptions.

MGI recruits proactively based on future workforce forecasts:



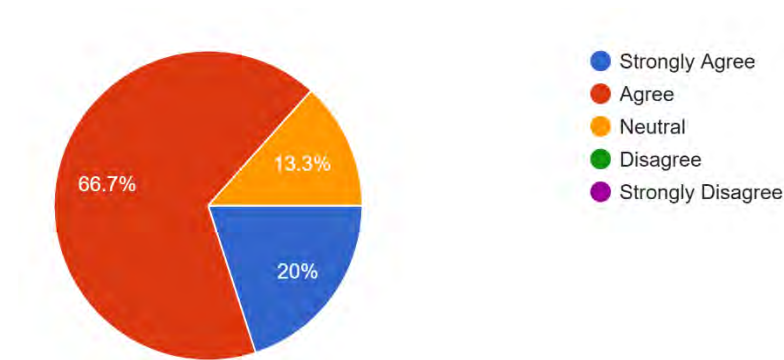
To know about the strategic plan of Meghna Group of Industries (MGI) as far as planning of workforce is concerned, a survey was carried out on 15 respondents. The participants were presented with the question of whether they agree with the statement: MGI actively recruits ahead of time depending on projections of future workforce requirement and not necessarily on current opens. The answers showed a rather positive attitude towards MGI in terms of the recruiting practice.

The outcome also shows that 20% of respondents strongly believed that the organization hires reactively to fill in immediate vacancies whereas the 60 percent of all respondents believed that there is an existence of a proactive method of recruitment within the organization to keep up with the future needs of manpower. This indicates that MGI is regarded as having proactive HR strategy where effective planning of manpower takes place keeping future business interests in consideration.

In the meantime, 20% of interviewees answered neutrally which can either be attributed to the fact that they have no direct experience with the recruitment planning process or the fact that they did not understand how decisions are made inside the organization. Here, no responses classified under disagree or strongly disagree were present, which gives credence to the fact that MGI takes a planned and strategic approach when it comes to recruitment.

The results show a positive correlation of workforce planning and recruitment at MGI as perceived by those in the company.

There is a clear link between business strategy, workforce planning & hiring:



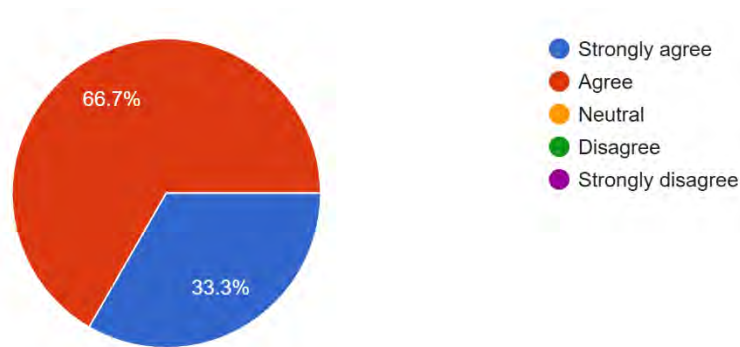
To achieve a clearer picture of the connection between the three concepts business strategy, workforce planning, and recruitment alignment at the Meghna Group of Industries (MGI), a questionnaire was forwarded to the 15 people. The message that was posted in a very clear form in the survey was as follows: Business strategy, workforce planning and hiring are connected clearly. The answers to this question are quite enlightening in the understanding of the strategic aspect of the integration of these HR functions by the employees.

As the results indicated, 26.7 percent reported that they strongly agreed with the statement, and a large number of them, 60 percent, agreed with the statement. This means that an overwhelming 86.7 percent of the respondents think there is a clear and evident linkage between the overall business strategy and this company and its business of workforce planning and recruiting. This is a very high percentage of agreement that indicates a balance between HR planning and strategic goals at MGI.

The proportion who held the neutral position in answering this question was only 13.3 percent and this indicates there was no big gap in terms of uncertainty or even awareness about this interconnection. It is also important to note that none of the participants responded to agree or strongly agree to the question, so the direction that the company takes when hiring people is strategically oriented is what most participants considered to be the case.

In general, the survey results show the perception of the value and articulation of business objectives to recruitment in the organization.

The organization continuously evaluates and improves the alignment:



Offering an opinion regarding the statement, which states that, the organization is constantly assessing and reinforcing the inconsistency between workforce planning and the recruitment process, the survey responses have led to the overall positive evaluation of the question set, and the performed responses tend to agree with that statement. The percentage of those 15 people who strongly agreed with the statement was 33.3 and another 66.7 were convinced with the statement. This would imply that, all of the respondents (100%) are positive respondents with a small percentage being neutral. In particular, 13.3 percent of respondents chose the neutral answer, which means that although he/she does not disagree, he/she does not yet know about the inner strategies or does not know how effective the alignment efforts can be.

The findings suggest that most of the employees are aware of the efforts made by the organization to conduct reviews aimed at bringing its recruitment practice in tandem with the workforce planning goals. Very possible agreement means that there is trust in the activities performed by the HR department in ensuring the various activities performed in the recruitment process are closely related to its future manpower requirements.

Nonetheless, the fact that there are neutral responses is also an indicator of the possibility of increased transparency or communication on the matters of workforce planning strategies. With more consultation with employees or building awareness through internal briefings or updates, MGI may be able to increase awareness and interest at all levels concerning joining practices in relation to recruitment.

Recommendation

Firstly, not all workers are well conversant with how MGI approaches future leadership through the succession planning. MGI ought to be more transparent on this issue- such as how people come in, how they are trained and how they are promoted to the leadership positions. Everyone can learn more about it by attending a workshop or a meeting. Secondly, majority of the employees are convinced that they are applied in workforce planning although there are those who are not sure. MGI is advised to employ an increased amount of digital tool (such as dashboards, charts, or reports) that shows the contribution of information in the processes of hiring, forecasting, and planning. This will make the employees believe and follow the data-based decisions. Moreover, most employees believe that MGI is doing the right thing in checking skills, some have doubts. HR must consistently communicate the methods they use in identifying those gaps in skills e.g. performance reviews and training needs assessments and feedback by team leads. This clarification will enable employees to understand what is expected of him/her, and how to better himself/herself. Also, Other employees could not ascertain whether workforce planning is updated depending on changes that occur within the business. MGI ought to end up becoming regular at clarifying when and why plans are adjusted i.e., when a new project is undertaken or when a factory is commissioned. It is also important to share it during meetings or via email so that everyone will know about it. As, HR and department heads are collaborating with each other now, the other employees need to be included now. An example of this would be simple training about what workforce planning is and how decisions about selections in hiring are made and how departments may come up to assist. The communication between the HR and department heads is very strong according to the survey. It is one of the strengths (big, very good). MGI ought to keep on with this and also have written standards or to-do list to ensure that all departments are always at the same page in the recruiting process. Lastly, some of the surveys were neutral; they were in a rather neutral position. This implies that there should be increased internal communication MGI can employ such methods as monthly newsletters, notice boards, or even short announcements of the HR to inform about the planning and hiring updates, or department changes.

Conclusion

The three months internship experience at the Meghna Group of Industries (MGI) is the basis of this internship report in terms of matching workforce planning and recruitment. The internship allowed me to be directly engaged in the HR recruitment department and conduct different activities like interview arrangements, CV separations, hiring, filling records, and verification of certificates. The roles equipped me with real life insight into the work of the HR in a large organization such as MGI.

Based on my experience, I found out that although MGI has a very well established recruitment system, they have some challenges, such as the stress of using a recruitment system on a mass basis, small number of personnel in the HR department, and the non-standardization of the system. In order to get a clearer picture of the internal aspect, I organized a survey of the employees, as a result of which I received information that the majority of them perceive that MGI is managing to align recruitment and long-range planning. They hold that the heads of the departments are concerned, there is clarity in job descriptions and the future workforce requirements are anticipated. Nonetheless, there were other neutral answers that depicted that not all employees have full knowledge in some of the strategic HR domains, such as succession planning, skill gap awareness, and usage of information in planning.

Judging by these results, I suggested to MGI that the company needed to work on its internal communication and the transparency of its HR processes as well as engage more employees in the strategic planning of the company. It is also necessary to enhance the awareness regarding data and analytics utilization as well as future leaders development in the organization.

I have summed up my internship experience in MGI as a very productive learning experience where I was able to apply knowledge learned in school to a real world case. MGI is already currently doing a lot of things right but by making a few moves, mainly towards improving communication and standardization, MGI could even further reinforce their HR practices to by-pass all its sustainably rescue measures in the future.

Thank You

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