



Internship Report

On

“A Study on candidate’s background in the recruitment & Selection process of Walton Group”

Prepared For

Md. Hasan Maksud Chowdhury

Assistant Professor

BRAC Business School

BRAC University

Prepared By

Jenny Rahman

ID – 14104004

BRAC Business School

BRAC University

Date of Submission – August 02, 2018 (Thursday)



“A Study on candidate’s background in the recruitment & Selection process of Walton Group”

Letter of Transmittal

August 02, 2018

Md. Hasan Maksud Chowdhury

Assistant Professor

BRAC Business School,

BRAC University

66, Mohakhali, Dhaka-1212.

Subject: Submission of Internship Report.

Dear Sir,

With Due respect, I would like to inform you that It gives me pleasure to submit my internship report after working for 3 months at Walton Group as an intern. During this tenure, I have worked in Policy, HRM and Admin department of Walton group.

This report has been valuable as it reflects my practical experiences and learnings of human resource management. It is a great pleasure for me to present you this report focused on **“A Study on Candidate’s Background in the Recruitment & Selection Process of Walton Group”**. Here, I have gained real life insights of human resource management practices, recruitment and selection process, significance of documentation importance of effective communication and discipline.

It is my pleasure to state that I am very grateful to you for your constant guideline, support and direction whenever needed for accomplishing my report. I have invested my best effort and put dedication to come up with a report that can add value in my internship experience.

Sincerely Yours,

Jenny Rahman

ID – 14104004

BRAC Business School

BRAC University.

Letter of Endorsement

August 02, 2018

Jenny Rahman

ID – 14104004

BRAC Business School,

BRAC University.

Subject: Letter of Endorsement

Dear Student,

I, Md. Hasan Maksud Chowdhury, Assistant Professor of BRAC Business School, am authorizing you for preparing your internship project titled “BUS400”.

I have chosen your topic based on your major area and working sector at your workplace which is entitled as “A study on Candidate’s Background in the Recruitment and Selection Process of Walton Group”.

With Best Wishes,

Hasan Maksud Chowdhury

Assistant Professor

BRAC Business School

BRAC University.

66, Mohakhali, Dhaka -1229.

Acknowledgement

I would like to thank Almighty Allah for blessing me with the strength and ability to complete my internship program safe and sound.

I have prepared this report as part of my B.B.A. program of BRAC Business School under BRAC University. I am very grateful to several persons for their guideline, direction and support during my internship period.

Firstly, I am very much grateful to my internship supervisor, Mr. Hasan Maksud Chowdhury for his constant guideline, suggestions and support whenever needed in this three months for successful accomplishment of this report.

My gratitude goes to some of the officials of Policy, HRM and Admin department of Walton group. I would show my gratitude to my on-site supervisor, Mr. Foysal Wahid (Sr. Assistant Director) of the department for his continuous guideline, instructions and directions while working at Walton Group as well as preparing report for internship.

I am also very much grateful to Mr. S.M. Nasir Uddin (Sr. Additional Director) and Md. Shibly Sadique (First Sr. Deputy Director) of the department for their valuable guideline and continuous encouragement for learning. I am also thankful to Mr. Md. Shamiur Rahman, Assistant Director, for his motivation, support and guideline.

I also thank Ms. Nusrat Jahan Bipasha (Sr Principal Officer-1) and Mr. Md. Ahteshamul Haque (Sr. Officer-2) for introducing and teaching us with regular HR activities and practices.

I am also thankful to Ms. Shanzida Shabab Uddin, Senior Officer, OCSAR for guiding me regarding internship formalities and procedures.

Finally, I thank all the personnel who have directly and indirectly assisted me through my internship and made the journey easier for me.

Executive Summary

This report is prepared on basis of my three-month internship program at Walton Group. The internship has helped me gain practical insights regarding various HR practices, specially recruitment and Selection process at Walton Group. Walton is a conglomerate industry in Bangladesh founded in 1977. Walton is country's leading company in electrical and electronics industry. Walton provides best quality products to its customers and believe in customer satisfaction. Some of the key products of Walton includes Walton mobile, Walton refrigerator, Walton Television, Walton computer and hardware, compressor, home appliances etc. Walton has established its goodwill worldwide and expanded its operations globally. It exports its products in countries like India, Nepal, Myanmar, United Arab Emirates, Qatar etc. Walton has above 21000 direct and indirect employees.

During my internship program, I have got the opportunity to work in Policy, HRM & Admin department of Walton Group. I have learned about all the HR functions, specially recruitment and selection process. Therefore, this report is based on the recruitment and selection process of Walton and on the selected or non-selected candidates who apply at Walton for different positions. In the study, the academic background, years of last work experience and location have been taken into consideration for non-selected, primarily selected and finally selected candidates.

The findings of the study are rational. Also, after the analysis, some personal recommendations have been mentioned in the end.

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Part –1

Organizational Overview

Introduction

Walton Group of Industries is one of the largest electrical, electronics and automobile manufacturing companies in the south Asia. Walton is a conglomerate industry in Bangladesh.

Walton had begun its journey into electronics industry in 1994 with manufacturing of electrical and electronic items. After that, it expanded its operation in many other electronics field which had served nearly every area of modern life. The key secret behind the success of Walton is its variation of production capacity, strong R & D department to conduct quality research about customer's tastes, preferences and demands and a customized way of orientation of new products in correspondence to customer's demands. Moreover, Walton also use machineries with global standards such as Thermoforming, Channel Extrusion, Hi Speed Power Press, Corrugation etc. to produce variety of quality products.

Walton always aims at providing best quality to the customers and gain customer satisfaction worldwide. Today, it has earned domestic and global recognition for its superior quality of products for variety of electronics and electrical products, continuous track records of maintaining global standards and huge level of customer satisfaction. Walton has already established an exemplary footstep because it has become a Bangladeshi enterprise with highest exporting level in electrical as well as electronics field. Walton has ensured its global presence as its operations are spread over more than 20 foreign countries such as India, Nepal, Myanmar, West Africa, United Arab Emirates, Qatar etc.

Walton has become leader in the electrical and electronics filed of Bangladesh. It has gained highest market share particularly in areas such as Multi-Store Refrigerators, Freezers, Air Conditioners, LED/ LCD televisions and Home Appliances. Walton's target is ensuring its presence worldwide and spreading its variety of products in almost every country worldwide by 2020.

Historical Background of Walton

Walton is a sister concern of R.B Group of Industries is a conglomerate industry situated in Dhaka, Bangladesh. Walton is a sister concern of R.B. Group. Some of the subsidiaries of the group includes Walton electronics, motors, mobile, vehicles and other telecommunications products.

Walton Group was founded in 1977. S.M. Nazrul Islam was the founding chairman of the company. It started its journey as a trading company then. Walton stepped into electronics business with manufacture of electrical as well as electronics items. After that, Walton expanded its business into steel, textiles, electronics and automobiles. Furthermore, Walton entered the steel industry in the end of 1970s whereas it got into the electronics and automobiles in beginning of 2000s. As a result, this diversified expansion of business would increase the growth of Walton in Bangladesh. Beside this, Walton has diversified its operations in electronics and automobiles after year 2000. This expansion became a big source of revenue for the company.

Overview of Walton Group following years-

- ❖ 1977- Begin of business of trading for construction and production for dairy firm in the name of “Rezvi & Brothers” and “Rezvi & Brothers Dairy firm”.
- ❖ 1992- Begin of direct and indirect import form different foreign countries
- ❖ 1993- Establishment of R.B. Dairy complex which later, received awards from government for its valuable contribution to the dairy sector.
- ❖ 1994- Begin of Electrical & Electronics business. Walton imported electrical and electronics products of some well-known brands from Singapore.
- ❖ 1996- Establishment of Tricon Electronics Co. and started marketing and branding of imported goods.
- ❖ 1998- Begin of production of television of Tricon Electronics Co.
- ❖ 2001- Registration of R.B. Group of companies Ltd. and expansion of business in automobiles sector.
- ❖ 2003- Setup of production plant for color television and motorcycle.

- ❖ 2005- Registration of R.B Composite Textiles Ltd. & R.B technologies Ltd for knitting, Fan, DVD, IPS & Voltage Stabilizers etc.
- ❖ 2006- Registration of R.B. textiles Ltd and R.B. Technologies Ltd was completed for knitting purpose, IPS and voltage stabilization etc.
- ❖ 2006- Registration of Walton Hi-tech Industries Ltd was completed. It was done mainly to produce refrigerator and motorcycle which was the first production plant of such kind in Bangladesh.
- ❖ 2007 Begin of commercial production of refrigerator and motorcycle in Walton Hi-tech Industries Ltd.
- ❖ 2010 Establishment of mobile phone department in Walton Group.
- ❖ 2016 Introduction of Walton I- Recruitment system

Company Overview

Walton is the leading company for home appliances, electronics and automobile manufacturing in Bangladesh. It holds leading share in the market by providing best quality products to customers. It manufactures refrigerators, freezers, air-conditioners, motorcycles, mobile phones, DVD players, microwave ovens, washing machines, diesel generators and irons. Besides, Walton also manufactures 3D LED, LCD and CRT televisions under Walton Micro-Tech Corporation. Moreover, Walton has a very strong marketing and distribution network all around Bangladesh. Products of Walton are distributed and sold in above 5,000 outlets including 304 plazas or company owned showrooms, exclusive distributors and dealer's showrooms.

Walton has around 21 thousand direct and indirect employees. In other words, Walton is also one of the largest and preferred employers in the country. It has directly and indirectly employed more than 30,000 people in Bangladesh. On an average, five people depend on each of these employees. So, it can be said that Walton has been contributing to the lives of around 150,000 people in the country.

It believes in diversity and equality. Therefore, people from different educational, social, religious and cultural background work here show respect to every person, their beliefs and values. Walton has employees from diversified educational background such as Science, social science, business administration, technical etc.

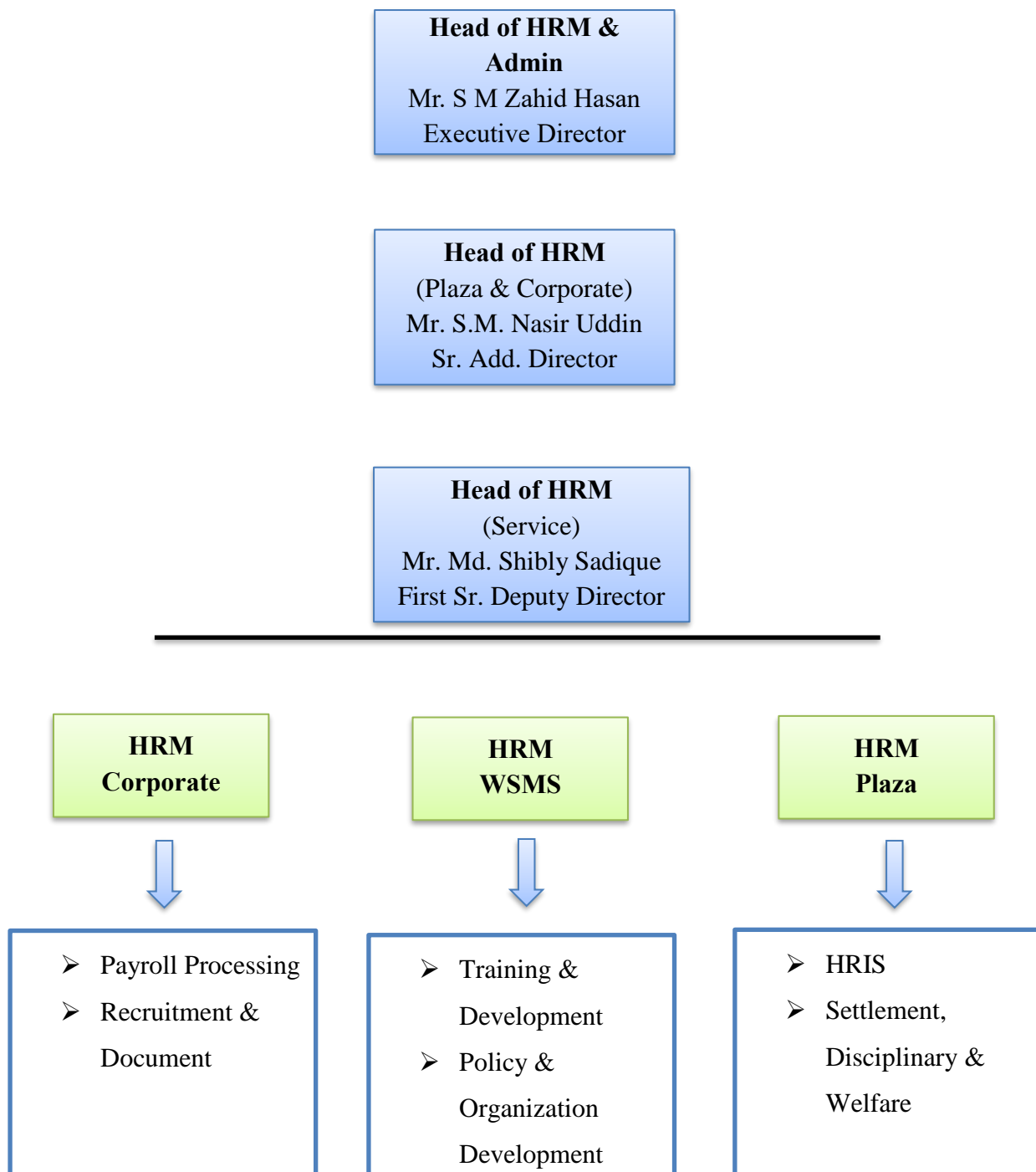
Walton provides committed, reliable and excellent after-sale services to its customers through its service centers all over Bangladesh. Walton is constantly trying to improve the standard of living of the customers by providing best quality products with extraordinary services. It always pays utmost attention to the customer's need, preferences and satisfaction. The management body of Walton firmly believes that if Bangladesh moves forward, Walton will also move forward. They believe that the interest of the country should get priority. They also believe that Bangladesh will be able to get rid of shadow of hunger, poverty and unemployment only by ensuring and establishing rapid industrialization.

Company Profile

WALTON GROUP	
Type	Private Limited Company
Industry	Conglomerate
Founding Year	1977
Corporate Office	Bashundhara R/A, PO: Khilkhet, PS: Vatara, Dhaka 1229
Key people	S.M. Nurul Alam Rezvi, S.M. Shamsul Alam and Brothers
Factory	Chandra, <u>Gazipur</u>
Products	Consumer Electronics, Automobile, Mobile Phone, Computer, Home Appliances
Areas Served	Bangladesh, South Asia, North America, Australia, Middle East and Africa.
Number of Employees	21,000+ (direct and indirect)
Logo	
Contacts	Phone - Head Office - +88-02-9571634-6,7170271-2, Fax - 88-02-9572057,9551577 E-mail - info@waltonbd.com Website - www.waltonbd.com

HR Organogram

Policy, HRM & Admin Department



Mission of Walton

1. Walton product at every home.
2. becoming Bangladesh's premier brand.
3. Recruiting the best from the applicants who can be a good resource to Walton Group.
4. Giving highest priority to customers satisfaction providing latest technology-based world-class electrical, electronics and automobile products with innovative designs, attractive models and excellent quality.

Vision of Walton

Walton has a very clear and promising vision towards achieving its goals. Its vision is "Establishing a milestone as the highest exporting Bangladeshi enterprise in the field of electronics, with a universal presence in all over the world by 2025."

Broad Objective

The broad objective of Walton is to establish itself as a global brand in electrical and electronics field by exporting '*Made in Bangladesh*' products worldwide and establishing Bangladesh as an industrialized nation.

Specific Objectives:

- ✚ Creating a favorable image of world as a high quality electrical, electronics and automobile manufacturing companies and supplier.
- ✚ following the quality in response to time.
- ✚ Expanding its business Global beach from one whole seller outlet of such as India, Myanmar, Qatar, Sudan, Saudi Arabia, Ghana, Ethiopia are remarkable Market.
- ✚ Training and developing a motivated and skilled workforce considering the "Quality of Life" for the employees.
- ✚ Exporting refrigerators and fridges to Europe and America

Sister Concerns of Walton Group

❖ Dream Park international	❖ Walton High-Tech Industries Ltd
❖ RB Group of Companies Ltd.	❖ Walton Micro-Tech Corporation Ltd
❖ Walton Agro Farm & Industries Ltd.	❖ Walton Plaza (Trade)
❖ Walton Corporation Ltd.	❖ Walton Plaza (Import)
❖ Walton Digi-Tech Industries Ltd.	❖ Walton Shipping & Logistics
❖ Walton Group	

Product Offerings at Walton

-  Refrigerator and Freezer
-  Motorcycle
-  Television and Home Video
-  Air Conditioner
-  Home Appliances
-  Mobile Phone
-  Compressor
-  Computer
-  Electrical Appliances
-  Elevator
-  Generator
-  Hardware Items

Picture of Walton Products



Global Operations

Walton has set an example in the field of electronics being the highest exporting Bangladeshi enterprise ensuring its presence in more than 20 countries. Walton has successful foreign operations in India, Nepal, Bhutan, Myanmar, Maldives, United Arab Emirates, Qatar, Nigeria and West Africa. It is also in the way of penetrating the markets of Australia, Europe, USA, South Africa, Singapore, Poland, Romania, Saudi Arabia, Sri Lanka in the coming days. For a strong and sustainable global position, Walton is bound to maintain a 100% compliance since its inception. Therefore, it has achieved certification for ISO 14001:2004 Refrigerators & Air Conditioner Division, ISO 9001:2008 Refrigerators & Air Conditioner Division and OHSAS 18001:2007 Certificate for successfully ensuring sound occupational health and safety management systems. As a result, Walton has attained its eligibility to export its variety of products globally. For current global operations, many international representative offices are in countries such as Qatar, China, Thailand, Nepal, India and USA to ensure export quality worldwide.

National and International Awards:

Walton has achieved many local as well as international awards for ensuring high quality for all its products. Being country's leading brand, Walton has received many prestigious awards and gained global recognition and appreciation.

National Awards

- The National Environment Award 2018
- Best Refrigerator Brand Award 2014
- Best Television Brand Award 2014
- DHL-Daily Star Bangladesh Business Award-2011
- Best Brand (Refrigerator) Award 2011

International Awards

- 1st Prize for Highest VAT Payer, DITF-2018
- First Prize for Best Premier Pavilion Category, DITF-2018
- Highest VAT Payer, DITF-2017
- First Prize for Premier Pavilion Category, DITF-2016
- The Golden Globe Tigers Summit Awards, 2015
- Highest VAT Payer, DITF-2015
- Global Brand Excellence Awards, 2014
- 1st Prize for Highest Tax Payer, DITF-2014
- 1st Prize for Premier Pavilion Category, DITF-2013
- 1st Prize for Highest VAT Payer, DITF-2013
- 1st Prize for Highest Export Order and VAT Payer, DITF-2012
- 1st Prize for Premier Pavilion Category, DITF-2009
- 1st Prize for Standard Pavilion Category, CITF-2004
- 1st Prize for Premier Pavilion Category, CITF-2005

Internship Experience

Responsibilities Performed:

During my internship, I have been placed in Policy, HRM & Admin department. I have worked in various HR functions, mainly in recruitment and selection area where I have got practical experiences and learnings. My key responsibilities included-

1. Calling candidates for disseminating exam related information and other required details
2. Preparing digital top sheets (similar to candidate's profile form) for exam candidates
3. Updating candidate's information in CV Bank
4. Putting marks in candidate's exam scripts
5. Invigilating in written exams
6. Assisting in IT test and Viva exam by helping candidates
7. Organizing employee files and documents for joining and added checklist with the files
8. Keeping employee files in the archive room.

My Learning

Human resource management department in any organization plays a key role towards achieving goals and mission. Similarly, the policy, HRM & Admin department of Walton Group plays a vital role in terms of managing overall recruitment and selection process, compensation and benefits systems, training and development of employees, employee motivation and retention, payroll analysis etc.

As an intern, I have worked in HRD mostly in recruitment & selection area where I have received some real life practical insights regarding the process. During my internship days, I have called exam candidates to provide exam related information, prepared digital top sheets, updated their information in CV bank, organized employee files and other papers. As a result, these regular processes have helped me realize how important documentation and recording are to the recruitment and selection team. Also, all the employees here maintain chain of

command and follows the rules and regulation. Time management, discipline and reporting are also maintained strictly. Therefore, as part of my internship, I have also learned these things effectively.

Finally, after three months of my internship period at Walton, I have learned that all the employees of Walton work with utmost dedication irrespective of their designation, department or sector to achieve organizational goals.

Findings

- ✚ Sometimes candidate's top sheets (similar to candidate's profile form) are not fully filled up when they attend recruitment exam. So, it becomes difficult to update their details for future documentation.
- ✚ Before joining at Walton as an employee, selected candidates need to submit required papers such as updated CV, photocopies of required papers etc. However, sometimes all the papers are not submitted by them at a time. As a result, candidates must again submit those remaining papers. So, the processing time becomes longer and it is hassle for the recruitment team.

Personal Recommendations

As documentation is very necessary in the recruitment and selection process, all the required details could be checked when candidates fill up forms. Also, finally selected candidates could be communicated through phone call or email before they come to join so that they accurately fill up and submit all required documents. This will ease the procedures more.

Part-2

Project Overview

Introduction of the Study

Human resource management department is a vital function of employee's well-being in any organization or estate. Compensation management, recruitment and selection, payroll, training and development etc. are main functions of human resource management. Among these, recruitment and selection are one of the most significant functions for human resource management of any organization. An organized and strong recruitment and selection team not only ensures recruiting qualified employees, also contributes towards achieving organizational goals and mission. Similarly, Walton group being country's leading industry in the electrical and electronics field, believes that it exists to help people and organization reach their goals. Hence, the Policy, HRM and Admin department of Walton group aims at recruiting and selecting the best ones who will fit into the organization and work together to achieve united goals. Therefore, the recruitment and selection team of Walton group always tries to ensure that they can attract candidates for different positions and recruit the best deserving candidates following all the rules, regulation and policies of Walton group. Therefore, I have focused on preparing my internship report on the recruitment and selection process of Walton group and on some demographic background of selected/non-selected candidates who apply for various positions.

Rationale of the study

This study on candidate's background in the recruitment and selection process of Walton group provides an idea about academic, professional and location background of candidates who apply at Walton group for different positions. The main purpose or significance of conducting the study is to get some insight regarding candidate's some of the demographic details.

Statement of the problems

Human Resource department of an organization is responsible for selecting the best candidate at the right place that fits into the organization. Therefore, the recruitment and selection of the candidates should be done in a way which abides by all the rules, regulations and policies of Walton group. It is very important to select and recruit the right and most deserving candidates who have sound academic as well as professional profile and ethical values. As a result, keeping the significance in mind, I have prepared my report focusing on candidate's some of the demographic information in recruitment and selection process.





Scopes of the Study

During my internship I was placed to the Policy, HRM & Admin department of Walton Group. I got the opportunity to work in different functions of Human Resource Management specially in the recruitment and selection area.

I have received the opportunity to learn about recruitment process, documentation, communication from a very helpful team which have helped me prepare my report focused on candidate's demographic background in the recruitment and selection process.

Delimitations of the study

Some of the key limitations during preparing the study were-

-  **Insufficient Information-** All required information was not available in the website or other secondary sources
-  **Short Period of Time-** Collecting all the information for the study in three months was challenging
-  **Confidentiality-** Walton does not publish any annual reports. So, collecting all required data for the report was difficult.
-  **Lack of Knowledge-** Having no prior research experience led to some constraints while preparing the report.




Objective of the Report

Broad Objectives:

The main objective of this study is to understand the recruitment and selection process of Walton group and to analyze candidate's demographic background who are selected/not selected in the whole process.

Specific Objectives:

The specific objectives of the study include:

-  Understanding the process, phases and standards required to get selected at Walton.
-  Studying as well as finding out academic, professional and location background of both selected and not selected candidates who apply for various positions.
-  Having a percentage analysis of the scenario.

Literature Review

Human resource management is one of the crucial departments of an organization. Human Resource management can be an effective function for making sustainable investment in organization (Senyucel,2009). Among all the functions of HRM, recruitment and selection are broad area of making right choices by maintain a framework of some rules and regulations of the organization (Tyson,2006). In other words, recruitment and selection process becomes successful when the right person is chosen at the right place following rules of organization.

Methodology of the study

Data Collection

Primary Data Collection:

Primary Data are such data that I have collected through observation, talking and asking questions to the employees of Policy, HRM and Admin Department. I have taken three working days for such data collection.

Secondary Data Collection

Most of the data for my study and research are from secondary sources such as-

Internal sources:

- Information Bank
- HRM reports
- Walton Website

External Sources:

- Journals and Newspapers
- Internet Surfing
- Various Internship Reports from Online

Ethical Concentration

Maintaining ethical issues is very significant while preparing any report. Therefore, I declare and assure that-

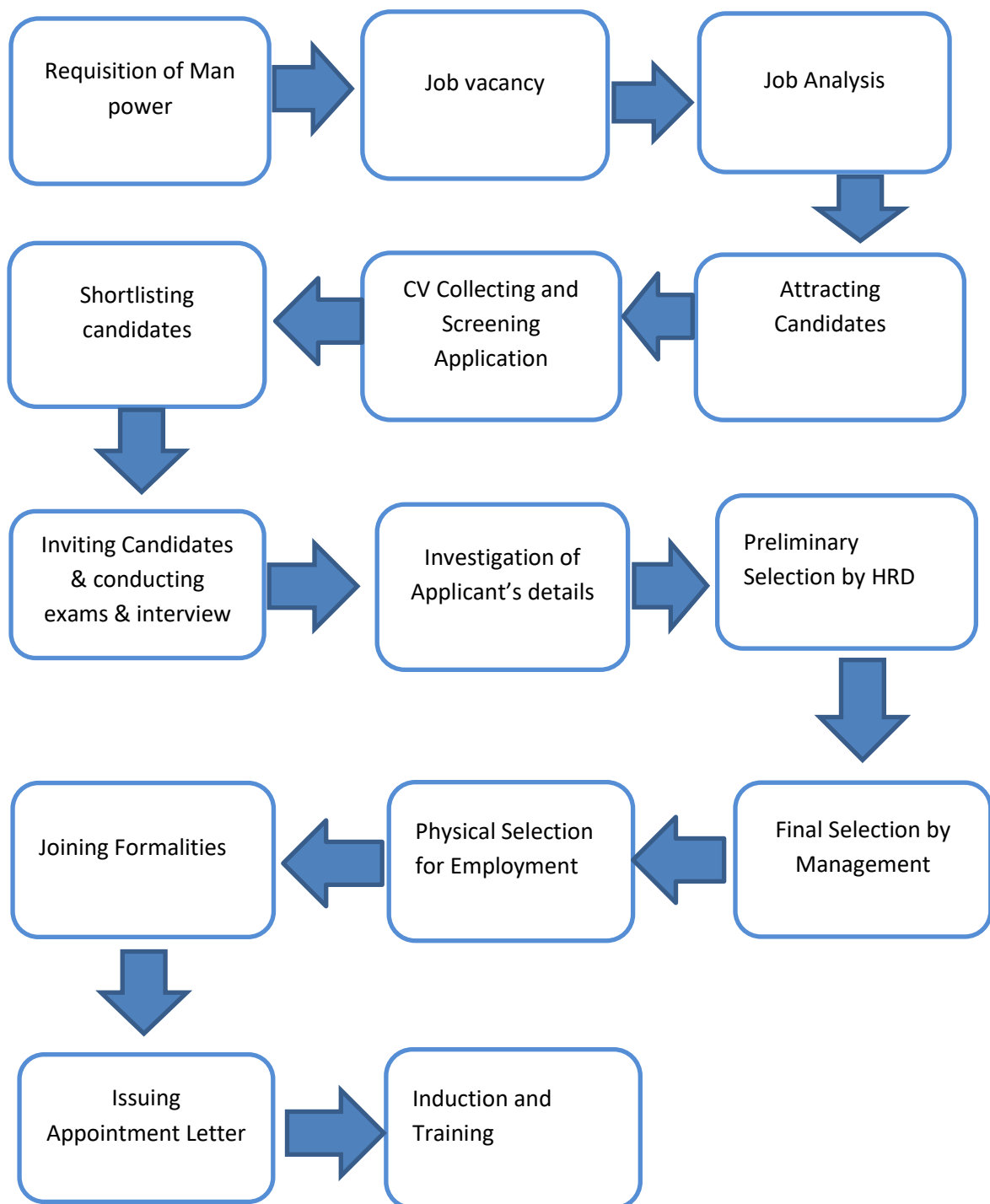
- ❖ No personal information of the candidates has been disclosed
- ❖ All the information used to prepare the report will be kept confidential.
- ❖ All the collected information from primary or secondary sources from the organization will not be used anywhere else other than this study.

Data Analysis and Interpretation

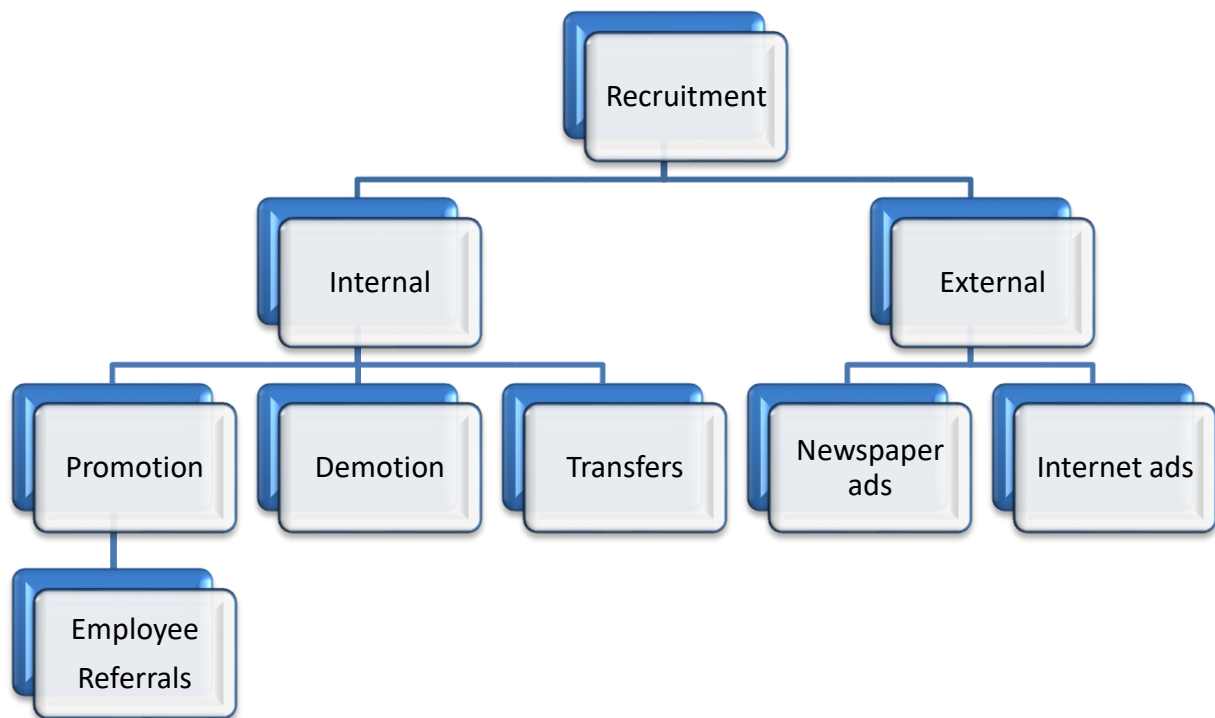
Recruitment and Selection at Walton Group

Policy, HRM and Admin department in Walton group exists to help people and organization reach their goals. Along the way, they face many challenges arising from the demands of the employees, the organization, the society. So, selecting the right qualified person at the right place enables the department to contribute towards strategic goals of the organization. Therefore, the recruitment and selection planning and process of Walton is a critical consideration with responsibilities and analysis for future goals. At Walton, recruitment and selection takes place through a specific and very modern process. The process starts with the requisition of the job and ends with the final appointment of the employees. The recruitment and selection team often receive trainings from Walton so that the process is accomplished successfully and efficiently. In other words, it follows a recruitment process developed to select the right people at the right place to achieve organizational goals.

Recruitment and Selection Process of Walton



Types of Recruitment at Walton



Walton Ensures recruiting right candidate at the right place. It hires employees irrespective of their social or cultural background, gender, religious beliefs, values and other demographic factors. Walton believes that candidates who can successfully satisfy the recruitment standards of the company, will be selected as an employee. Generally, for any position, the candidates must attend a written test, a computer test and a HRM viva. Candidates who pass all the three sectors separately, get selected for the management viva. After final approval from the management body, selected candidates are finally eligible to work at Walton as an employee. Besides, candidate's academic background, work profile, experiences, knowledge, skills and behavior also add value in the selection process.

The table below demonstrates the job specifications of candidates for some of the key positions at Walton-

Job Description	Educational Qualification	Experience	Age Limit
Probationary Officer	BBA/ MBA from any reputed university with 1 st division. (No third Division)	N/A	30 years(Maximum)
Principal Officer	BBA/ MBA from any reputed university.	At least 2 years of experience.	30 years(Maximum)
Senior principal officer	BBA/MBA/EMBA from any reputed university.	At least 3 years of experience.	30 years(Maximum)
Assistant General Manager	BBA/ MBA/ EMBA from any reputed university.	At least 10 years of experience.	35 years(Maximum)
Assistant Director	MBA/ EMBA from any reputed university	At least 10 years' experience.	40 years(Maximum)

A Study on Candidates Academic Background, Work Experiences and Location

First of all, for the study, some random samples of candidates have been taken which included their academic background, duration of experiences from their last job and location background. Here, the study is conducted on random candidates who have applied for different positions such as Territory Sales Officer, Territory Sales Manager, Product Manager, Area Manager, Field Manager and Divisional Sales Manager. The study does not represent the overall scenario of the candidates at Walton. It, however, portrays a portion of the whole scenario.

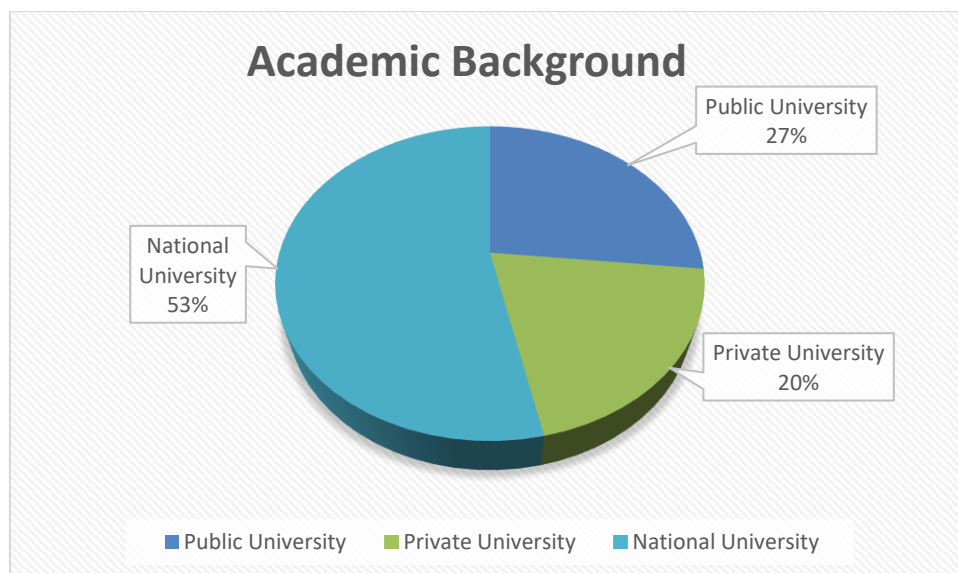
Here, the study has been conducted on total 45 candidates; 15 candidates not selected after exam and interview, 15 candidates primarily selected after exam and interview, and 15 candidates finally selected from the management body. All the candidate's academic background, tenure of last work experience and location background have been taken to account while preparing the analysis.

<i>General Information of the Study</i>	
<u><i>Types of Candidates</i></u>	<u><i>Total Result</i></u>
<i>Not Selected Primarily</i>	15
<i>Selected Primarily</i>	15
<i>Finally Selected</i>	15

Academic, Professional and Location Background of Candidates Not Selected in the Primary Selection Process

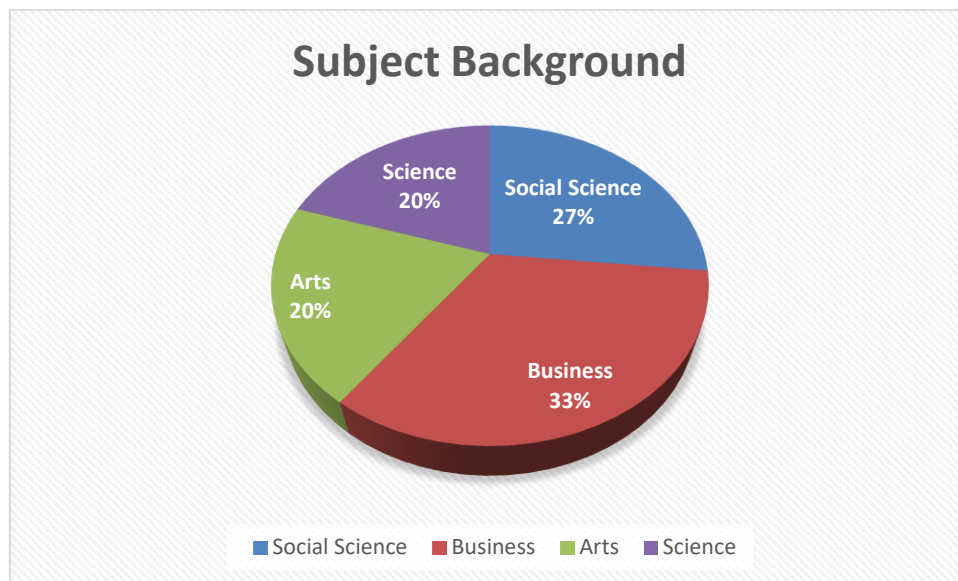
The first analysis is based on candidates who were not qualified in the primary selection process. Generally, the primary selection process includes a written test, computer test and a HR viva. Walton has strict selection procedures. As a result, candidates who have not passed in any of the sector, are considered as non-eligible in the primary selection process.

Academic Background of Not Selected Candidates



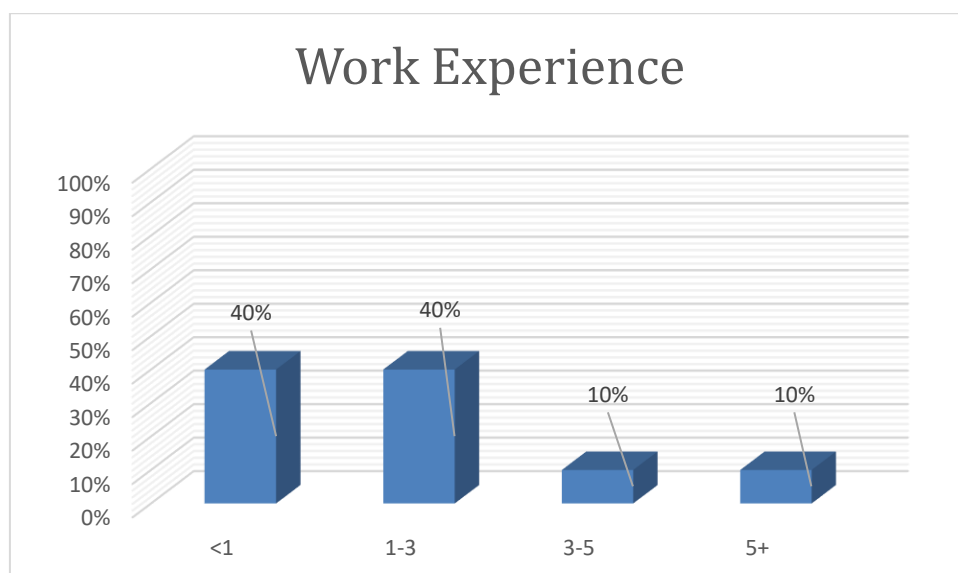
From the chart above, the academic background of the non-selected candidates indicates that 53% of the total candidates come from National University whereas candidates coming from other public and private universities holds 27% and 20% ratio respectively.

Subject Background of Not Selected Candidates



Here, the chart indicates that highest percentage comes from candidates who have studied BBA & MBA. Also, candidates having social science background in bachelor or master degree are 27% in ratio. Candidates having Arts or Science as area of concentration are 20% in ratio respectively.

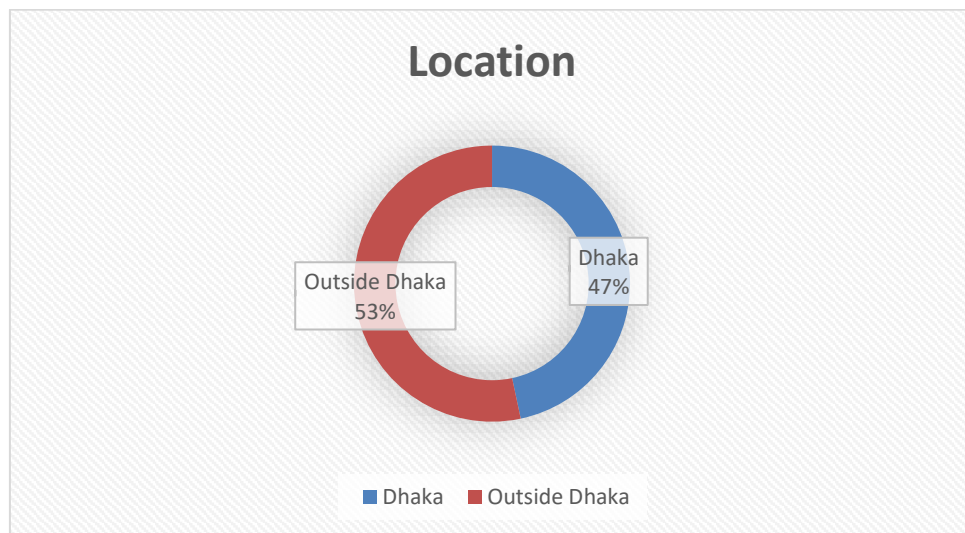
Work Experience of Not Selected Candidates



This chart reflects that the majority ratio goes to candidates who have work experiences of less than a year or in between one to three years from their past jobs. On the other hand,

candidates having work experience of three to five years, or above five years from their last jobs, have lower ratio of 10%.

Location of Not Selected Candidates

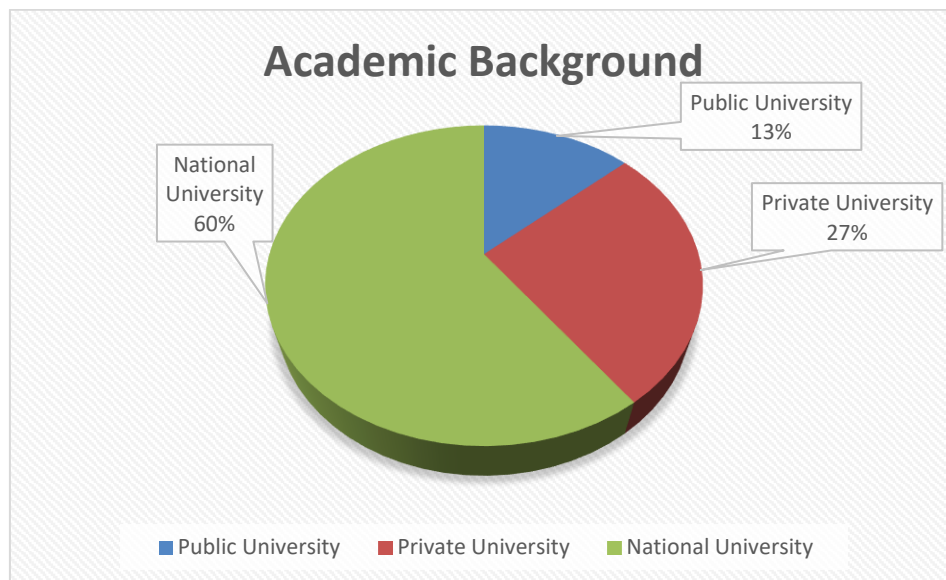


Here, the chart shows that 53% of the total candidates are residents of other districts and 47% of them are residents of Dhaka.

Academic, Professional and Location Background of Candidates Selected in the primary selection Process

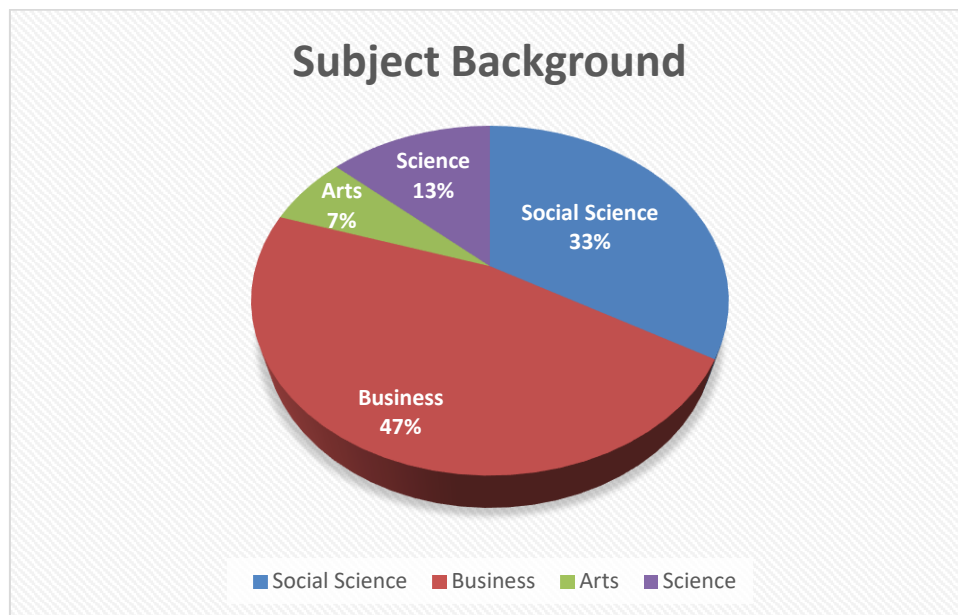
The second analysis is based on candidates who have been qualified in exam and interview round. These candidates have been selected for final viva exam.

Academic Background of Primarily Selected Candidates



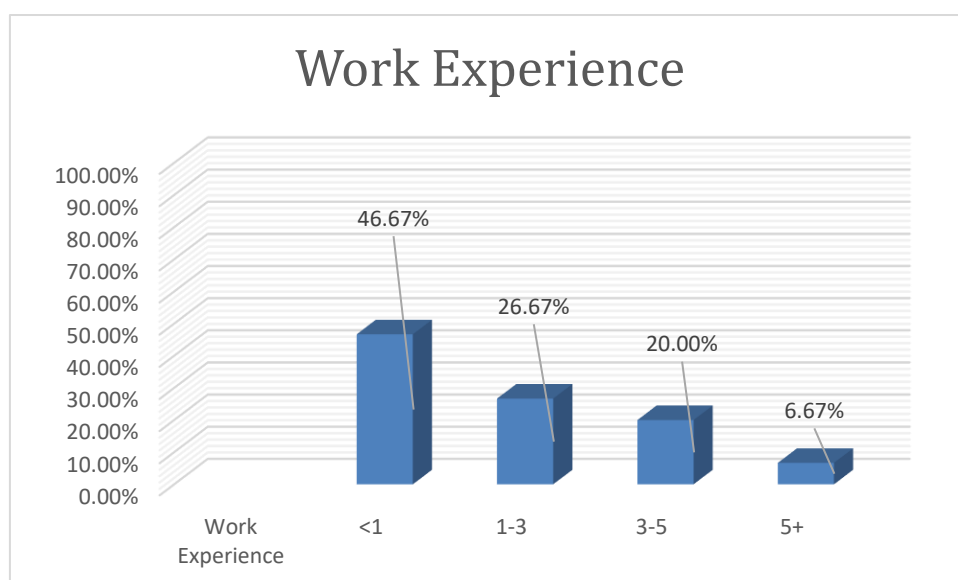
The chart above represents the academic background of primarily selected candidates where 60% of the candidates have graduated from different colleges under National University, 27% from different private universities and finally, 13% from other public universities.

Subject Background of Primarily Selected Candidates



The chart reflects that candidates having business administration and social sciences as their academic subject, have 47% and 33% ratio respectively. Here, candidates from science and arts background have lower ratio of 13% and 7% respectively.

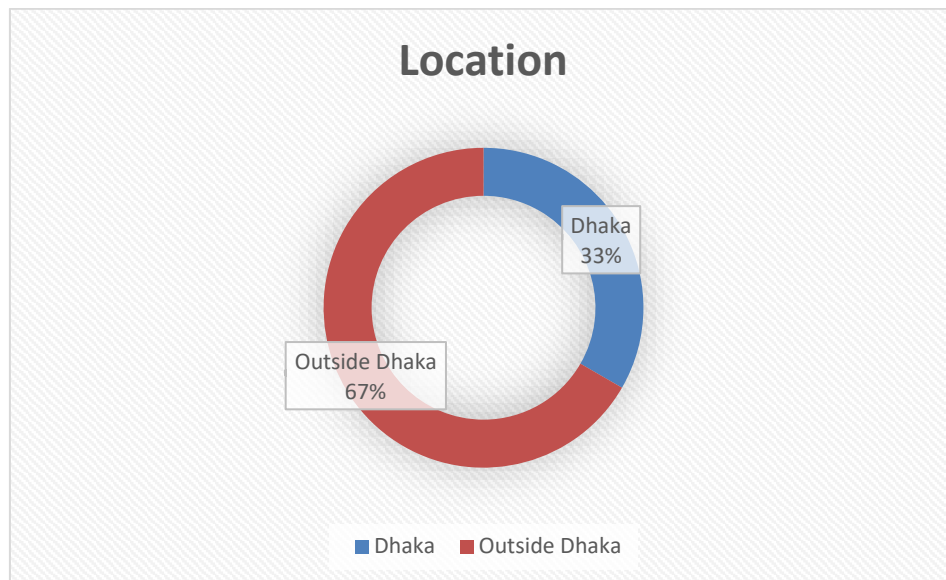
Work experience of Primarily Selected Candidates



This chart indicates that among the primarily selected candidates, highest number of candidates which is 46.67% have work experience of less than a year from their last job. Besides, 26.67% of the candidates have work experiences from one year to three years from

their past jobs. Also, candidates who have worked for more than three years or five years at their past organizations, hold 20% and 6.67% ratio in the whole analysis.

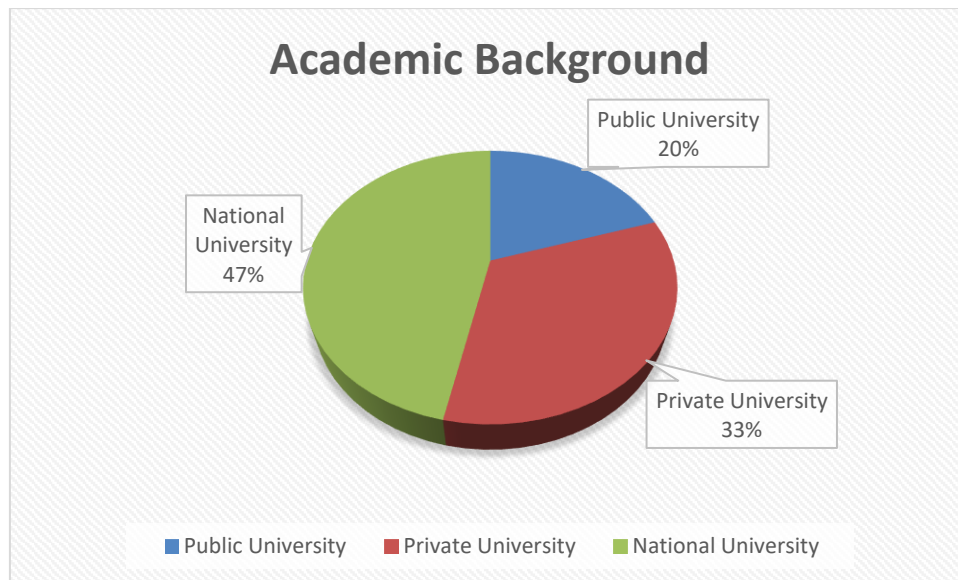
Location of Primarily Selected Candidates



This chart above shows that among primarily selected candidates 33% are living in Dhaka and 67% are living outside Dhaka.

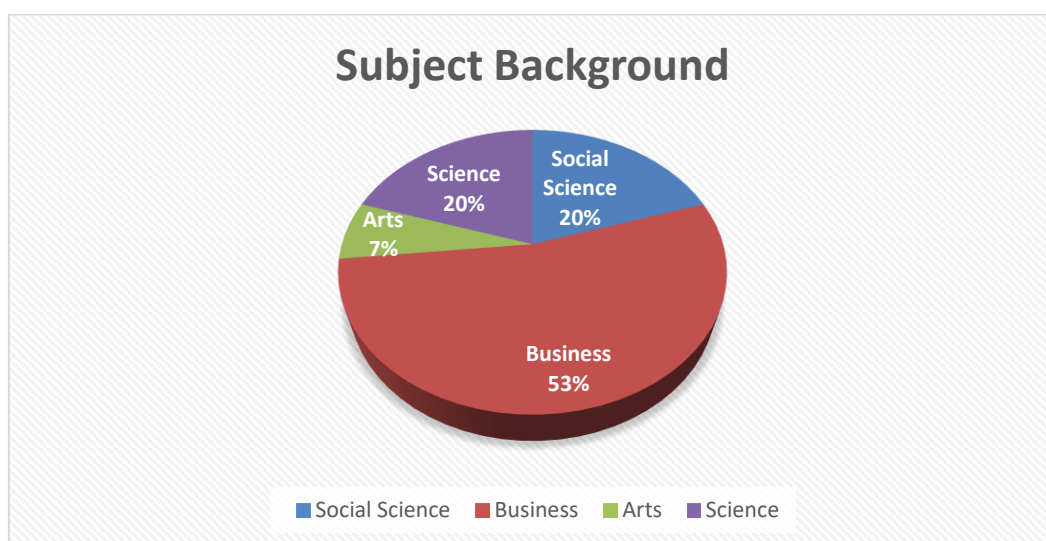
Academic, Professional and Location Background of Finally Selected Candidates

Academic Background of Finally Selected Candidates



Here, the chart shows a fair and balanced result that among the candidates 47% are from National Universities, 33% are from different private universities and 20% are from different public universities.

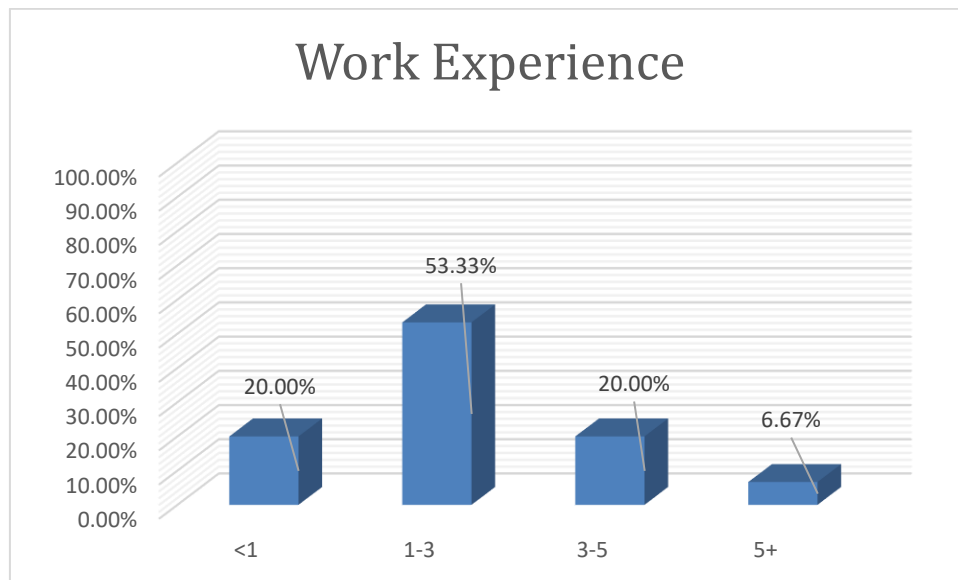
Subject Background of Finally Selected Candidates



Here, the chart indicates that majority of candidates which is 53%, have studied business administration or studies. On the other hand, candidates having social science or science as

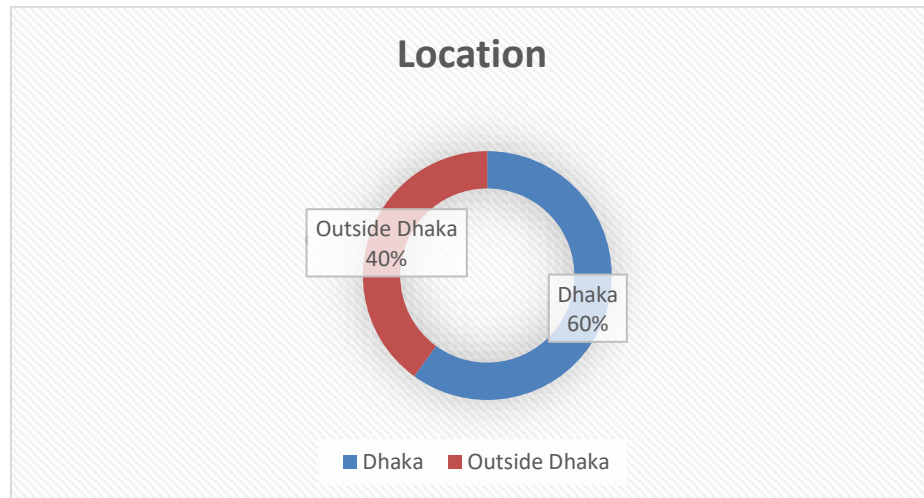
their academic concentration hold 20% ratio respectively and 7% are candidates from arts background.

Work Experience of Finally Selected Candidates



From the chart above, Among the finally selected candidates, those who have work experience of one year to three years from their last jobs, are the highest and hold 53.33% ratio. Candidates having work experience of less than a year are 20% and candidates having more than three years of experience from past jobs are also 20% in ratio. Lastly, only 6.67% candidates have worked in their past organization for more than five years before applying at Walton.

Location of Finally Selected Candidates



From the chart above, The location background shows that 60% of the candidates finally selected candidates are from Dhaka. However, majority is 40% candidates who are from outside Dhaka. So, it shows that there is balance and candidates from all over Bangladesh can work at Walton for various positions.

Findings of the Study

The study is about academic background, work experience and location of primarily non-selected, primarily selected and finally selected candidates who apply at Walton for different positions. From the study, the first analysis is the academic background.

Firstly, analyzing the academic background of three types of candidates, it is observed that in all cases, candidates graduated from National University are the highest in the total ratio. Candidates graduated from other public or private universities also hold fair ratio in the whole analysis. Moreover, candidates who have studied Business Administration or Studies in their Bachelor or Masters level are the highest while analyzing their subject background. It happened because most of the jobs they have applied for needed candidates from business background. On the other hand, candidates with science or social science also have satisfactory ratio overall. Candidates with Arts background hold comparatively lower ratio.

Furthermore, analysis regarding the last job experience of three types of candidates shows that, those who have worked for less than a year or in between one year to three years in their last organization, hold highest ratio in the study. Also, candidates who have worked for more than three years or five years at their past organization, also want to work at Walton and apply therefore.

Finally, the location study indicates that candidates from all over Bangladesh apply at Walton and get selected for different positions.

General Findings

Walton provides equal employment opportunity to people from diversified educational background, professional background and location. People from all over Bangladesh apply at Walton for various suitable positions and get selected only after proving their skills, qualification and merit. Transparency in the recruitment and selection process is strictly maintained with discipline. Walton is such a company which represents transparency, equality and diversity for recruitment and selection process.

Recommendations

After completing my internship at Walton and preparing this report, some recommendations have arrived that could be helpful for the company. It is observed that not all the candidates have proper knowledge regarding Walton I-Recruitment system. So, there should be more advertising or publicity regarding the system so that candidates can regularly update their CV there and could apply for their desired positions. This will lessen the pressure of manual CV submission at head office and documentation of candidates. Also, the internship program at Walton is not well-known by the students. So, Walton could advertise its internship program online and in other sources.

Conclusion

Walton is country's leading electrical and electronics company that has been serving the country for more than three decades. It has established its name worldwide by providing high quality products. Walton is an excellent place to learn, grow and flourish as an individual.

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Appendix

<i>Types of Sample</i>	<i>Education</i>			<i>Last Job Experience</i>	<i>Applied For</i>	<i>Present Location</i>	<i>Status</i>
<i>Not selected</i>	BA	Arts	National University	4 years	Product Manager	Dhaka	Not selected
<i>Primarily selected</i>	MBA	Finance & Banking	Northern University	9 months	TSM	Sylhet	Selected for Management Viva
<i>Finally selected</i>	MBA	Marketing	National University	1years 9 months	Field Manager	Mymensingh	Selected from management Viva