

Report On
**Recruitment & Selection Process of ACI Godrej Agrovet
Private Ltd.**

By

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An internship report submitted to the BBS Dept. in partial fulfillment of the requirements
for the degree of
Master of Business Administration

BRAC Business School
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BUS 699: INTERNSHIP

Recruitment & Selection Process of ACI Godrej Agrovet Private Ltd.

Submitted To:

Zaheed Husein Md Al Din

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Date of Submission: 21st April, 2020

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.

Student's Full Name & Signature:

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Letter of Transmittal

Zaheed Husein Md Al Din
Senior Lecturer
BRAC Business School
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Subject: Submission of Internship Report.

Dear Sir,

This is my pleasure to display my entry level position provide details regarding' Recruitment and Selection Procedure of ACI Godrej Agrovat Private Ltd., which I was appointed by your direction.

I have attempted my best to finish the report with the essential data and recommended proposition in a significant compact and comprehensive manner as possible.

I trust that the report will meet the desires.

Sincerely yours,

Arpita Mustafi
17364015
BRAC Business School
BRAC University
Date: April 21, 2020

Non-Disclosure Agreement

This agreement is made and entered into by and between ACI Godrej Agrovat Private Ltd. and the undersigned student at BRAC University Arpita Mustafi.

Acknowledgement

First of all, I want to thank GOD for giving me the physical and mental strength to carry out the internship and successfully prepare the report.

For his thorough supervision while preparing the report, I am deeply thankful to my internship advisor Zaheed Husein Md Al-Din, Senior Lecturer at the BRAC Business School at BRAC University. His valuable proposals and guidance have greatly helped me in organizing the report.

I want to thank all members of ACI Godrej's HR team for providing me the proper guidance and information to complete the report.

Executive Summary

ACI Godrej is one of Bangladesh's largest agribusinesses. I work in the Talent Acquisition process of ACI Godrej's human resources department. The main focus of this report is on the current recruitment and selection process of ACI Godrej and the topic is covered with the Talent Acquisition process.

The background of ACI Godrej Agrovet has been described right at the beginning of the report. Then my responsibilities in the hiring and selection process have been set aside. And thereafter, this process practices within the ACI Godrej Agrovet Ltd. Human Resources Division has been developed.

They have a strong corporate structure that contributes to a successful business operation. Besides, they work to establish Bangladesh's economic condition by developing agribusiness and offering people lots of opportunities to work with them. To strengthen effectiveness and efficiency, the company takes care of the employee's always through proper salary and benefits and always educates employees and organize diverse training programs, performance assessment, and work assessments.

Keywords: Talent Acquisition, selection & recruitment process, corporate management, agrobusiness, employee satisfaction.

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Chapter 1

Introduction

1.1 Introduction

One of the most major factors in every company's performance is human resources. An organization's fundamental value is its individuals and intellectual property, not its balance sheet. Other assets can be easily replicated by other organizations, such as expertise, technology, physical assets and financial assets. However, it cannot be easily replicated when an organization has a highly skilled and qualified staff. Besides, an enterprise is reshaped for the acquisition, deployment, and maintenance of enough qualified personnel. The recruitment and selection processes in such areas are highly important.

Effective workplace training is designed to recognize the human capital needs of an enterprise. A company that successfully selects and recruits new employees, choosing expertise, experience, aptitude and track record based on a careful evaluation, should look forward to sustained performance, profitability, and development. This recruitment and promotional strategy describes how only the right candidates can be selected at situations to stop prejudice to the recruiting process.

Recruiting is the method of seeking possible applicants for corporate positions to be filled up. From a different perspective, recruitment provides a connection between employers and job seekers and ensures that the best applicant is positioned at the correct time.

Choosing tasks requires much strategic preparation and successful thinking. There are several phases in the selection method. This ensures that decision-makers know to help them anticipate the environment in which applicants work. When there is inaccuracy during the recruiting and screening process, the company struggles to get the best and lacks suitable applicants. The method would then be very comprehensive.

1.2 Origin of the Report

A research on the Recruitment and Selection Process at ACI Godrej Agrovat Private Ltd is prepared for this internship report. Carrying out an internship report to complete the MBA program is mandatory at BRAC University

The study has been carried out to contribute to and reach the global agro-company in Bangladesh by recruiting and selecting jobs and choosing the best candidate and providing incentives to increase the standard of living.

Zaheed Husein Md Al Din, Senior Lecturer, at BRAC University supervised and directed the guidance and preparation of the report and I am grateful that he has assigned this project.

1.3 Objective of the Study

The main objective of this study is to assess the effectiveness of the current "Recruitment & Human Resources Management Process in ACI Godrej Agrovat Private Limited." Time, budget or expense, consistency, and honesty, the main criteria on which the decision on the successful recruiting process is made are the potential to draw candidates of appropriate number and quality and method succinct.

This report can identify the primary objectives and specific objectives as:

Primary objective:

- Showing the recruitment and selection process at ACI Godrej Agrovat Private Ltd.

Specific Objectives:

- Identify the importance of hiring and selection
- Measuring the strengths and weaknesses of ACI Godrej Agrovat's hiring and selection process;
- Identifying the recruitment and selection opportunities and threats of ACI Godrej;
- Knowing how to select the appropriate source for contacting candidates;
- Knowing how to obtain potential organizational candidates;

Any modifications or improvements to this recruiting and selection practice should also be recommended by the report.

1.4 Scope of the Study

This report is aimed at showing employees of ACI Godrej Agrovat Private Ltd. recruitment and selection process. Information shall be taken from the authority of the company in this regard. The study sought to determine the usefulness of the company's recruitment and selection process. So higher authority can put their eyes on this process to overcome recruitment and selection barriers. They will be very useful in the future if they take major steps in the way the study recommends to reduce barriers.

1.5 Methodology of the Study

In this report, both primary and secondary data are used. I conducted a thorough interview with HR Deputy Manager ACI Godrej Agrovat Private Ltd to gather primary data. As I work for ACI Godrej Agrovat's HR department, I have used my analysis in this report on HR practice. Secondary data have been gathered from ACI Godrej Agrovat Private Ltd's HR Manual Web site and annual report. Some information from different books and related websites was also collected.

1.5.1 Data Collection

The methodology is, therefore, the mixing of primary and secondary data with practical knowledge. To study and shape the report as a final format, two main aspects are considered:

As a part of the main study, **Primary Data** is observed and recorded. Where the data required for a given study cannot be found either in the internal records of the company or in published sources, main data may need collecting, i.e. first-hand investigations are to be carried out. I used the following source in the report to collect primary data:

- Talk to the higher level of authority
- Contact with some employees
- Direct discussions with HR staff
- Practical work experience from HR department of the organization.

The following sources collect **Secondary data**:

- Official Records
- Yearly Annual Reports
- Internet, Websites
- Different books, Articles etc.

1.5.2 Data Presentation

The information is gathered from different sources about a company, the competitors concerned, and the recruitment and selection process for candidates. After the collection of all the data, I have organized and compiled all the data for the final report. Before the final report is submitted all the data are properly checked by the supervisor. Finally, on the due date, the report is provided.

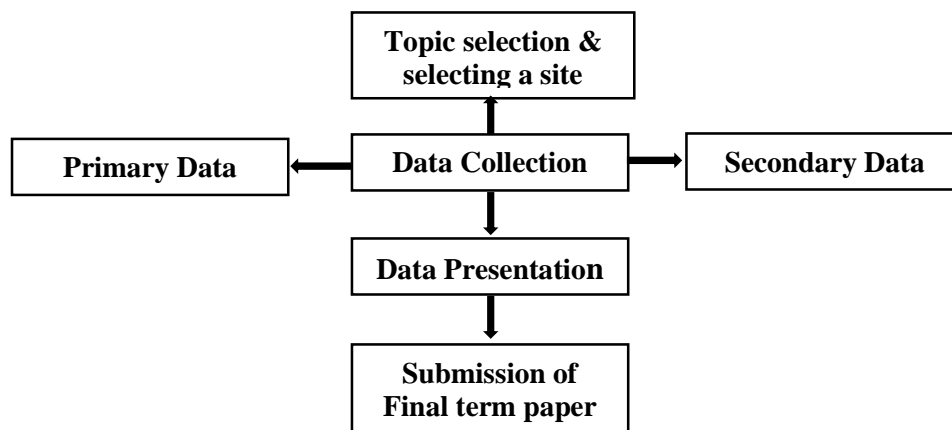


Figure 1: Stages of Methodology

1.6 Limitations of the report

Even though this study has been carefully drawn up, I am still aware of its limitations and shortcomings. It wasn't an easy task to make a comprehensive internship paper, but the maximum effort is being made to prepare it. However, some limitations have occurred through this work, such as-

- First, the report has been drawn up following the recruitment process of Godrej Agrovet ACI and for just three months I have worked, which means there is no time enough to study the entire team of HR and to also understand other processes.

- The detailed study was difficult due to the constraints and restrictions of the company's policies. They didn't want to share their data. This report was drawn up from an individual perspective, which is why all results cannot be purposeful.
- The search for relevant data by the office was limited to all the technical information tools.
- The data provided in the report are auto-reported data for which the overall scope for the group of the relevant data was empty. The data provided in the report are auto-reported data with an empty total data collection range.
- Instead of helping in the scholastic interest, the administration appears to be getting works out of the understudy.

Chapter 2

Background of the Company

2.1 Historical Background

A joint undertaking of ACI Limited, Bangladesh, and Godrej Agrovat Limited, India with an interest in 50/50 is the ACI Godrej Agrovat Private Limited. At the end of 2004, the company began its business with the Poultry Feed in Bangladesh. In February 2007, operations on hatchery and breeding farms began. The company began concurrently to sell Fish Feed. In July 2008, Shrimp Feed and Cattle Feed were diversified into its product portfolio.

ACI Godrej Agrovat Private Limited aims, not just for business purposes, but also for the enhancement of the socio-economic status of farmers of Bangladesh, to provide integrated market solutions through the production and marketing of poultry, aqua, and cattle feed and day-old chicks.

In the last decade, they have become one of the market leaders on animal feed. The company is one of the top 4 players in all categories of animal feed. The factory in Sirajganj is supported by a quality assurance laboratory and includes integrated breeding and hatching operations. Recently, a fish feed plant in Rajshahi has been established. It works in close collaboration with farmers in providing technical guidance on the farm, improving farm management skills, and providing affordable products and solutions to improve livestock productivity.

Godrej Agrovat Limited, India is a leader in India and has an enormous investment in several of the projects needed, such as the technical know-how of this company.

Operations: Spreading across the country, the company has established good relations and reputations with the farmers of Bangladesh. ACI Godrej Agrovat Ltd, the company is committed to providing quality feed to farmers who meet the nutritional needs of their animals to improve their performance. As a customer-centered company, it emphasizes its close cooperation with farmers in order to inform them about global agricultural practices. From farm management for poultry to pond management for fish, they are always extending their borders and providing world-class feed as well as a vast knowledge of enhanced farming.

2.2 Corporate Mission

ACI Godrej Agrovet's mission "To be a market leader in animal farming and help farmers improve their productivity by consistently delivering innovative products and services through cutting-edge technology and empowering employees in a sustainable and environmentally friendly manner". In order to provide its customers with the highest level of satisfaction, ACI Godrej seeks excellence in world-class products, new processes, and enhanced employees.

2.3 Vision of the Company

A vision maps the future business scope of a company (where we're going). To achieve the ACI Godrej mission will:

- Become Bangladesh's market leader in animal feed.
- To be one of – inspirational workplaces.
- To develop its staff, empowerment is promoted and innovation rewarded.
- Promote its employees' learning environment and personal growth.
- Provide best quality products and services to ensuring value for money for their clients
- Enhance and support the qualitative improvement of its providers and distributors' services.
- Establish harmonious relations with the community and promote increased environmental liability in its sphere of influence.

2.4 Values of the Company-

Quality: ACI Godrej does not compromise on quality ever. To meet and exceed the expectations of our clients, ACI Godrej is committed to ensuring the best possible quality of its product and service.

Customer Focus: ACI Godrej is a company dedicated to customers. They always focus on their clients. To attract and maintain customers, they must always supply their customers with the finest products and services.

Fairness: ACI Godrej is equitable with all its stakeholders in Dealings. In what they do and produce, they always try to maintain fairness. This helped them to gain customers' faith and trust and to work with their competitors successfully on the market.

Transparency: ACI Godrej is a transparent company that maintains transparency by supplies the desired goods and services to its customers and that shares its objectives with its staff, ensures transparency.

Improvement: To meet customer demands and cope with current trends, the ACI Godrej works to change controversially, as they always try to improve their products and services. In comparison with others that offer similar types of products and services, they can compete successfully in the market.

Innovation: ACI Godrej is always committed to innovation, strongly trusted to innovation, and often conducts research and development to improve and improve its product regularly.

2.4 Products of ACI Godrej Agrovet

Poultry Feed: Since 2005, ACI Godrej Agrovet Private Ltd. has been one of the biggest poultry feed, production & marketing manufacturers in Bangladesh.

- CRUMBO Broiler Feed
- CRUMBO Layer Feed



Figure 1: Poultry Feed

Aqua Feed: Premium fish feed & best quality feeds & 'FLOATING' for koi, tilapia, pangash, other carps, and shrimp are one of the largest fish and shrimp feed companies in Bangladesh.

- Sinking Feed
- Floating Feed



Figure 2: Aqua Feed

Day Old Chicks (DOC): Good quality manufacturing and marketing and 2007 Broiler graded DOC.

Cattle Feed: 'Bypro' is Bangladesh's first cattle feed formulated by the Bypass Protein. 'HPMRP' and 'Meat More' are also available.

- Milking



➤ Fattenning

Figure 3: Cattle Feed

2.5 Organogram of ACI Godrej Agrovvet

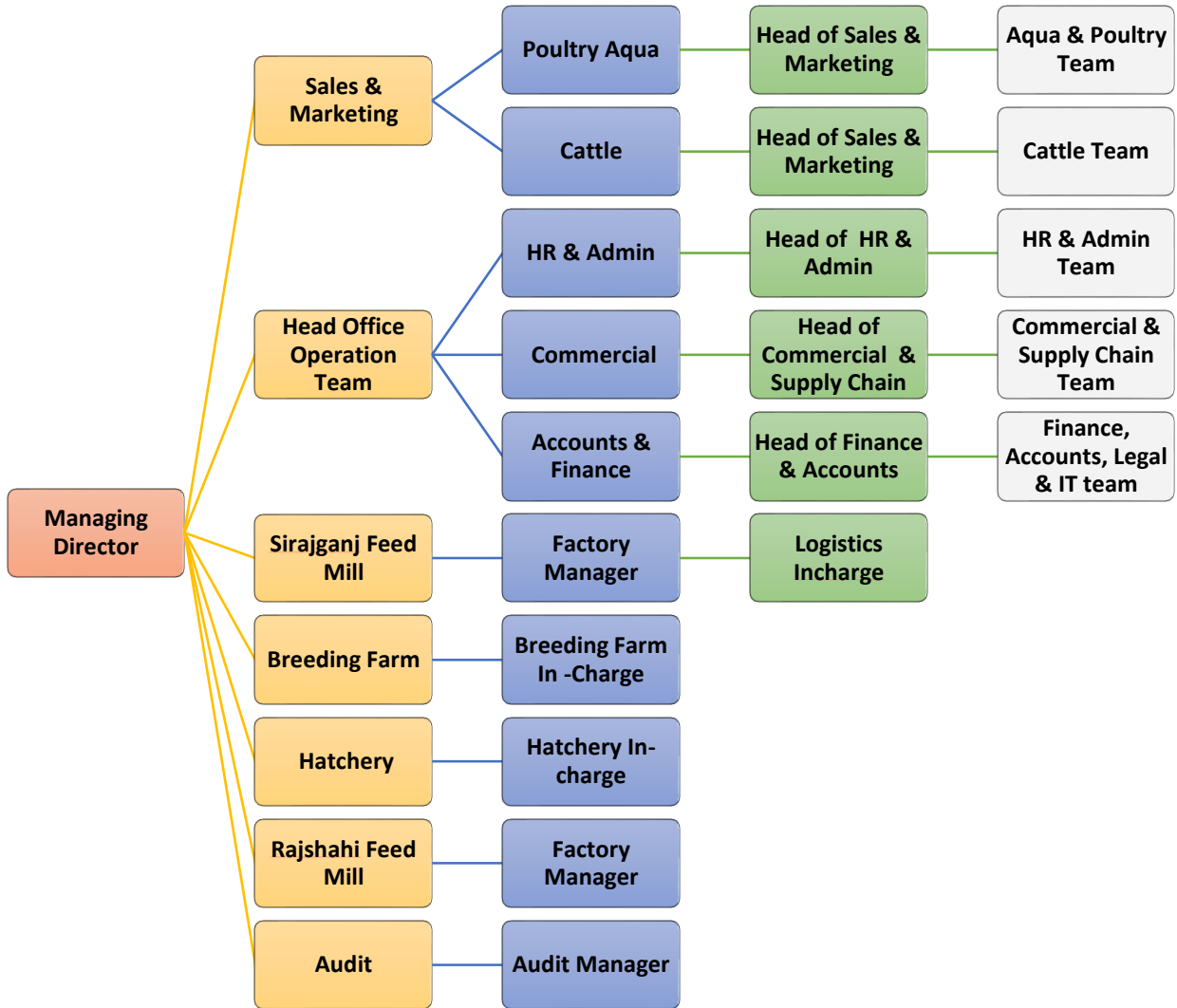


Figure 4: Organogram of ACI Godrej

Chapter 3

Recruitment and Selection Process of ACI Godrej Agrovet

Recruitment and Selection Process

The Department of Human Resources is called the organization's foundation. The whole business is run by the HR team's management and HR staff work from a declaration of circular work to the activation of employees. One of the reasons behind the company's success is a strong HR policy. In different organizations there are different employee layers. In terms of ACI Godrej, the HR Dept. organogram is given below:

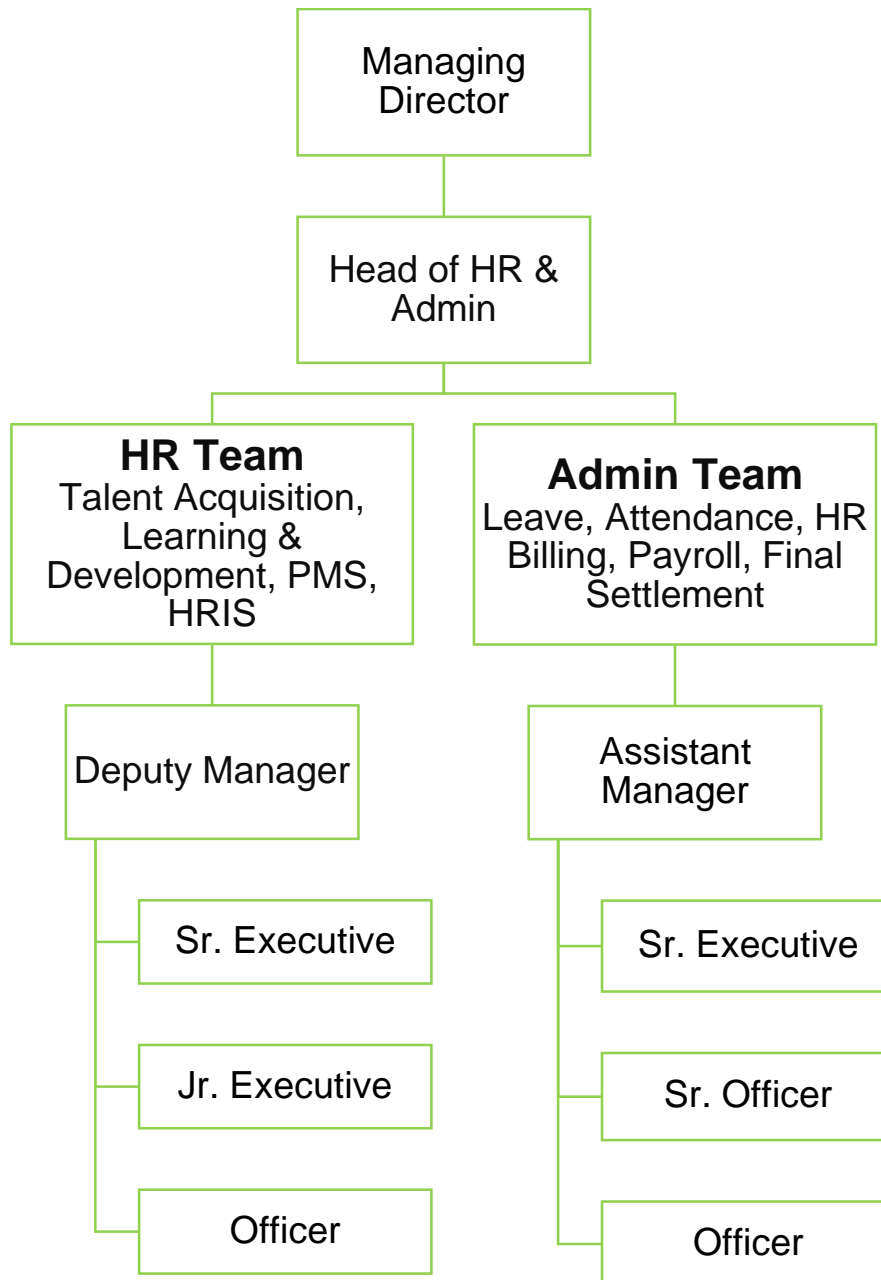


Figure 5: Organogram of HR & Admin Dept.

3.1 Importance of Recruitment and Selection

Recruitment is the main part of the planning and competitiveness of human resources. Skilled people in the correct positions are a key resource within the organization and the organization could be a central competence.

The objective of recruiting and selecting is:

- Obtaining qualitative employees are selected to help the company to reach its goal
- Create an employee group to help the company to select the best candidate from that group
- Connects employers to job seekers and makes sure the right candidate can get the right position
- The right processes can help you select, and monitor the best candidates for the organization.

3.2 Recruitment Process of ACI Godrej

The recruitment at ACI Godrej does not involve filling out vacant jobs – it means making long-term process, so that qualitative workers can fulfill the organization's mission in the future. The entire hiring process is dependent on the level and job responsibilities of a given position.

ACI Godrej conducts two forms of recruitment: internal and external. Internal recruitment is the process by which candidates from the organization can be identified and attracted. External recruitment is the process by which candidates from outside organizations are identified and attracted. ACI Godrej will first try to fill up the position internally when a position is created or vacant. If there is no suitable internal candidate, the organization is recruited externally.

The company follows the subsequent steps to recruit candidates for different positions:

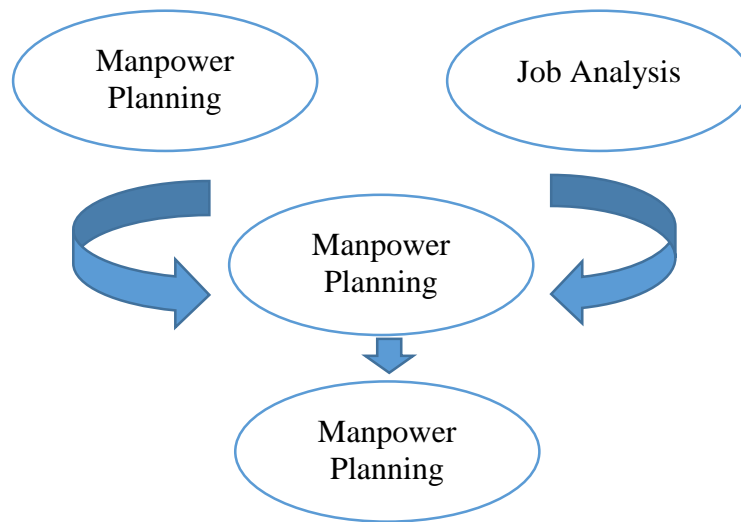


Figure 3.1: Recruitment Process of ACI Godrej

Step 1: Manpower Planning and Job Analysis

ACI Godrej starts with the first recruitment process with the planning of staff and the job analysis. Manpower Planning is the process for the analysis of a company's likely future needs in numbers, skills, and locations. The organization can plan to meet these demands in terms of recruitment and training. For ACI Godrej, planning is essential. ACI Godrej has to recruit different units from the company regularly as the company grows.

The company evaluates its job requirements as well as the availability of necessary work in this phase. Comparing all of these factors, including external factors, manpower planning is done by the company. A Staff Engagement Proposal is made during the planning stage. A staff commitment proposal is a formal document that proposes the completion of an opening of jobs indicated by the signing of the Executive Director of the Strategic Business Unit and endorsed by the Executive Director of ACI Godrej.

Job analyzes are also carried out, as planned by the Human Resources Department (HRD) of ACI Godrej. Job analysis is an important element for planning employees, together with job descriptions and specifications.

Job description

A job description specifies the title of the job holder and the roles and duties etc. Job description includes:

- Main objective of the job describe in an effective and efficient way;
- Job scope growing in the main tasks and the job significant
- Employment importance is indicated by providing information like the number of people to be monitored, the level of precise need and the value of any resources and equipment used;
- Details explanation of working conditions.

Person Specification

The manager sets out the specifications for the person that the organization allows the right person to perform the job. The abilities, skills, and knowledge included in the job specification that must be specifically connected to the requirements of the job; if they are inflated beyond that necessary for effective job performance, there is a risk of people being employed on the basis of false hopes and aspirations and both the employer and the employee will be deceptive. Thus they defined the specification clearly.

Features which the company considers when the person specification is represented include:

- Competencies, knowledge, skills directly connected to the job;
- What kind of experience is needed;
- The skills required;
- Criteria for different education and training (if needed);

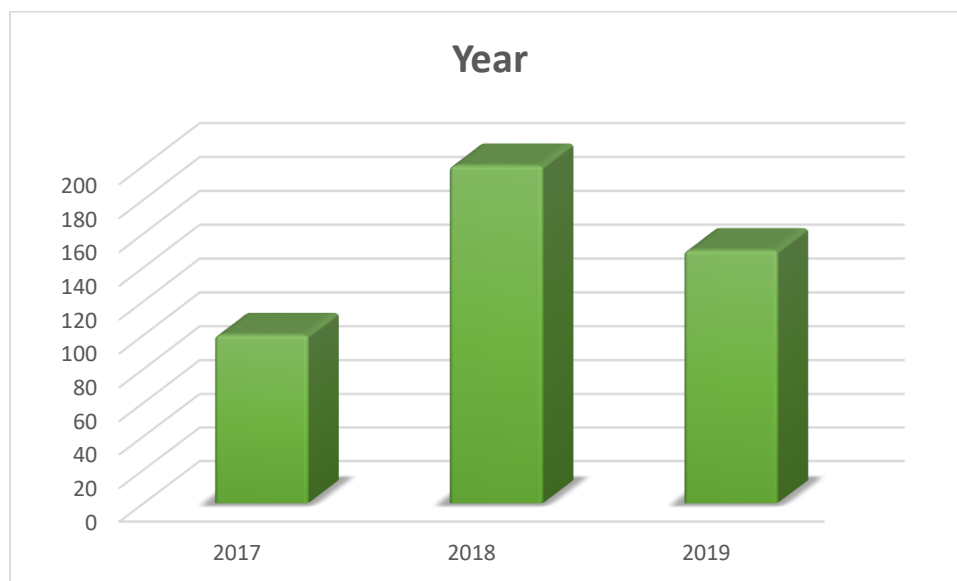
All qualities and conditions which are vital, and which are directly connected by a job, must be equally applicable to all groups regardless of age, gender, race, nationality, religion, and belief, disability, otherwise would potentially be discriminatory.

The organization structures and detailed job descriptions and specifications for ACI Godrej are clearly defined. It provides user-friendly approaches for job applications and a consistent recruitment approach. This means that they can manage their changing employee demand.

Step 2: Requisitions

ACI Godrej gets all requisitions from its head office. Every year when the organization budget is prepared, the possible posts for different departments are also determined by the head office. The last three years of data (2017-2019) of designation offered by ACI Godrej are as follows:

In graph 3.1, it has been shown that in 2017 in ACI Godrej near about 100 posts were offered wherein 2018 almost 200 posts were offered. Again in 2019, almost 150 posts were offered by the Recruitment and Selection Process of ACI Godrej.



Graph 1: No. of posts offered by ACI Godrej

(Source: Office Record of ACI Godrej)

Step 3: Sourcing

Once the HRD has properly planned and analyzed its workforce, it categorizes the right sources to let the applicants understand the positions and find the right people. Bdjob ads, campus recruitment, employment agencies, skill studies, appointments, etc are the main recruitment sources for ACI Godrej. However, two types of sources are used by the company.

i) External recruitment:

The HR team provides work for various platforms, such as bdjobs.com, recruitment campus in terms of external recruitment and selection. The applicants who are interested apply and drop their CV. The recruitment team ACI Godrej selects the best candidates from the applications

on the basis of the preferred vacancy criteria. Amongst them, the highest performers get the opportunity for an interview. The interview can be two or three times for higher levels and it's depending on the recruitment team.

ii) Internal recruitment:

When it comes to internal recruitment, the recruiting team does not offer job circulars in social media and collects them from the existing employees. In this case it may relate or sometimes encourage the theory of job enlargement.

3.3 Selection Process of ACI Godrej

The selection process in ACI Godrej is the assessment and evaluation process for applicants, based on the collection of summaries from the applicants and the final selection of the employees. In the selection process, the company also uses various assessment methods. The first steps to be taken in the selection process have been determined. In order to select ACI Godrej, the following steps will be taken:

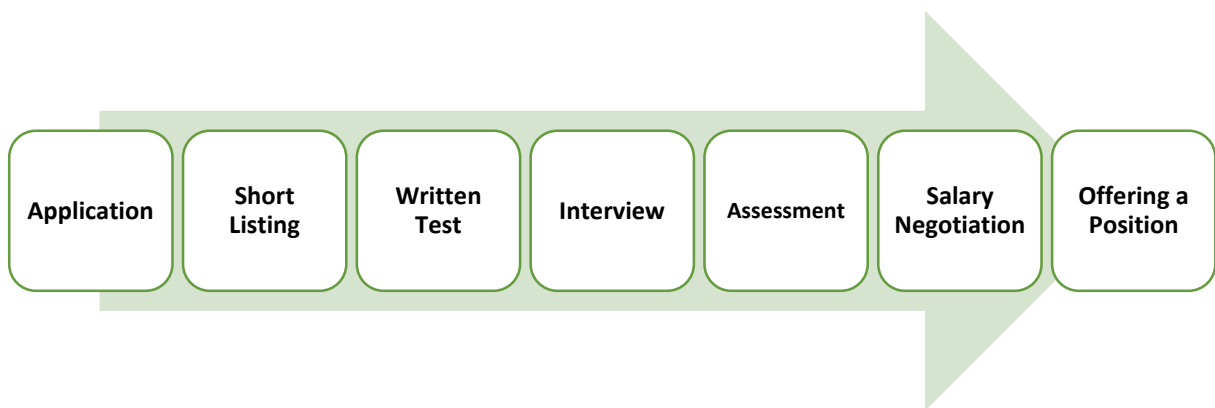
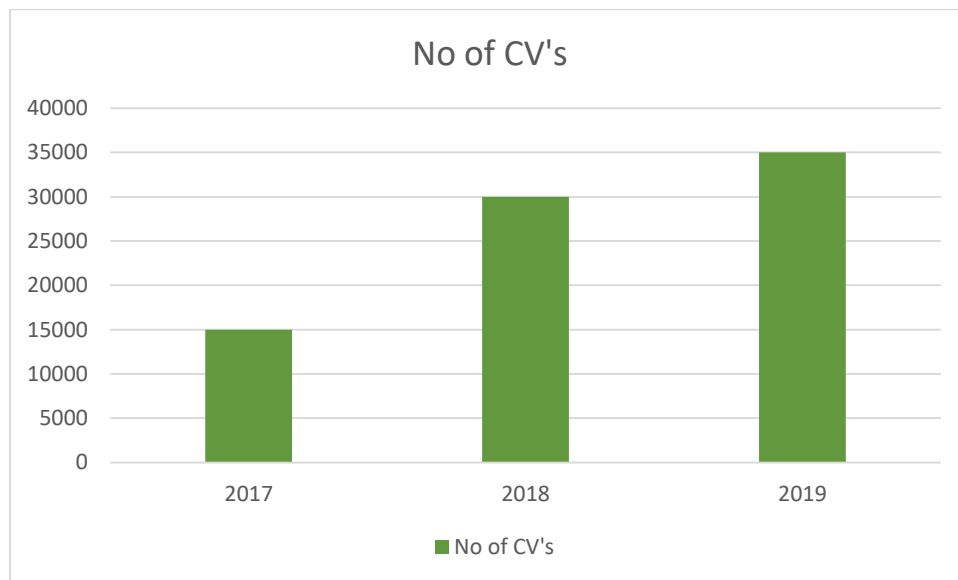


Figure 6: Selection Process of ACI Godrej

Step 1: Application

The step of selection process starts with collecting the applications from different sources.

The no. of CVs received for different positions from different sources from last three years is as follows:



Graph 2: No. of CV received

(Source: Office Record of ACI Godrej)

It has been seen in 2017 the assessed posts offered by the organization were almost 100 and against these posts the company received almost 15000 applications (*graph 2*) which are huge in number. Later, in 2018 and 2019 there was a massive gap between the post offered and the applications received.

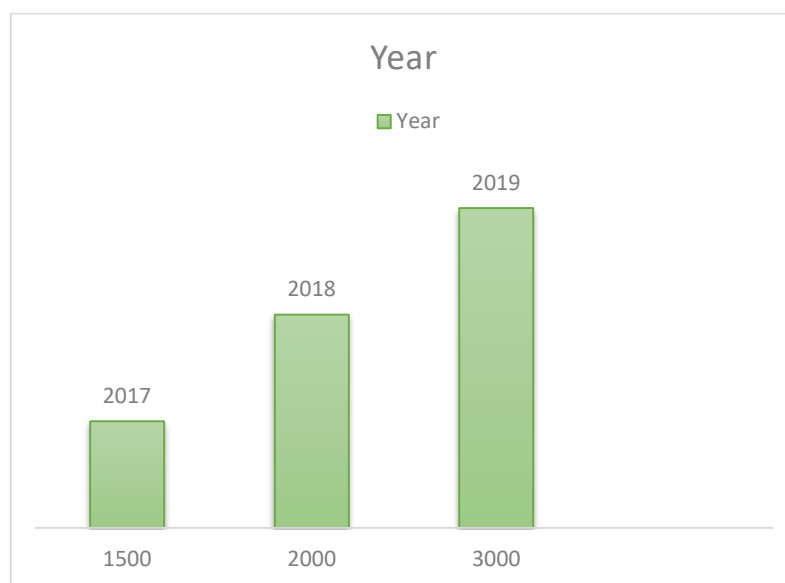
Step 2: Short Listing

It is one of the most vital steps for the company to select the eligible candidates. ACI Godrej collected a large number of CVs from various sources. The task is mainly carried out by HRD and then forwarded to the departments in charge, which are vacant. A number of CVs sorted by HRD are again rejected by the responsible departments. A limited number of candidates named Written Test will be selected from among them.

To sort out the CVs, HR team checks and gives priority in to the following factors:

- Résumés
- University or institution of learning
- Significant Degree and CGPA
- Training and experience of relevance
- Verification of reference
- Salary Expectations

The followings are the number of applicants after sorting their CVs (followed by previous data):



Graph 3: No. of selected candidates

(Source: Office Record of ACI Godrej)

It is surprising that the rate of candidates who have been sorted for further test is comparatively very low with the rate of CVs received during the year 2017 to 2019. For example in 2019 the company gets above 35000 CVs (*graph 2*) but among them only below 3000 candidates (*graph 3*) have seen selected for further step.

Step 3: Written Test

HRD arranges a written test for them after selecting eligible candidates. Written tests are only valid and obligatory in the ACI Godrej for evaluating non-management in junior managements. In cases where specific knowledge and skills need to be identified and where the interview isn't informative sufficiently, written testing is used as a selection tool. The HR / Business Unit,

however, prepares the questions, the position and time of the written test according to an agreed approach. The next interview is eligible only for candidates who get marks above 60%.

Step 4: Interview

The Board members agree on the predictor to be used to judge the candidate before they sit alive (For instance, communication skills, team work and target orientation, may be a forecaster for success in one particular position). These criteria are selected in the checklist of the interview.

The criteria used in the checklist vary from place to place. Besides, the interview rating form is tailored to these criteria. The members of the viva board review the CV, the personal interview specifications, and the job description of the pre-viva position.

This follows on from ACI Godrej's regular interview process for junior management, contract management as well as mid- and senior management positions:

- Non-management contractual and syndical employee interviews take place in one phase with the junior management, but before the job is proposed, it requires the approval of Department Head and Director-General. In most cases, the interview board consists of an HR department representative and a departmental representative.
- Two phases of interview are carried out for middle management. In the first step, the interview board contains of the HR managers at the minimum level and a senior manager of the relevant department. The interview board consists of the Managing Director (Managing Director, Head of HR Departments) and the Department Head in the last phase.
- The interview is conducted for senior management in two stage. In the first stage, the Interview Board is made up of the HR head and the functional department Head. The Managing Director takes the final selection.

Step 5: Assessment

When the interview is satisfactory, they offer a candidate straight to a position. But if the management is unable to make a decision they feel they need to further evaluate the candidates.

Ability & Job knowledge Tests:

Ability tests are used in ACI Godrej for non-management and entry level management positions. There are two main types of ability tests: an aptitude test and a performance test. But ACI Godrej takes only the ability test that is usually performed during the written test. Capability tests are used to test the cognitive capacity of the individual (perception, reasoning, mathematical and verbal ability,). Where work skills exams are attempting to directly assess the understanding of job requirements by an applicant.

Step 6: Salary Negotiation

The salary scale depends on the level of employment. As the Head of the HR Department negotiations salary with the appropriate candidate, the company does not give fixed salary whenever necessary. Here some factors like the market value of a particular position, the market value of the candidate, the availability of the candidate and the financial capacity of the company are taken into account.

Step 7: Offering a Position

The Head of HR, if for special reasons no other person (by the Head of Department of HR) is authorized to sign the letter of employment up to management level of MIX, Non-Management, as well as all the employees. Any letter relating to work shall be signed by the Managing Director only. Upon final approval, the selected candidates are offered a job.

Chapter 4

Job Experience at ACI Godrej Agrovet

Job Experience

I am working as a contractual employee at ACI Godrej Private Agrovat Ltd. I have been working for the last 3 months in the HR department where they provide me with outstanding opportunities and scopes to learn about the practice of HR that helps me to develop my future career. I am learning regular corporate work experience during this time which could not be learned from the experiences of the classroom. I am also learning from regular work experience about the whole hiring and selection process. I am learning about the challenges, limitations, business culture and conduct in the world of business. I have the opportunity to deal with a variety of tasks and responsibilities from my first day.

4.1 Job Description and Responsibilities

I carry out various tasks carried out by the HR Department. I regularly assign the following jobs. Those were:

- **CV Sorting:** Basically, according to the criteria, I need to download hundreds of CVs from bdjobs.com. The criteria depend on the job description and specification for the vacant position of the company. In that case, I can carry all the CVs in order to find the one the best one which I had to download and the CV I had chosen. I must, therefore, submit approximately 150-200 CVs in a week.
- **CV Summarizes:** I have to make a CV summary from all of those sorting CVs. In CV summary requires that the name of the candidate, the name of the father, mother, qualification for education, educational institutions, homestays, the contact number, and all years of experience should be included in the CV.
- **Interview call:** Call the selected candidate and ask them to come for the interview and written test.
- **Organizing Question Paper:** In ACI Godrej, all employees need to pass the written IQ test before they face the interview. In this case, there are differences in questions between positions. Some positions are more mathematical, and certain positions prefer more analytical skills to finally be more informative. The question papers are prepared by the recruiting team according to all required positions and I am here to prepare the question papers. Throughout this scenario, I must submit two or three questions and select one of the most qualified. There are four sections in the question paper and the question is set out

in the comprehensive question, analysis, math, and written part. The marks are varied to be asked. Finally, according to the number of the candidate, I need to print the question paper.

- **Monitoring Exams:** All examiners received calls to prepare themselves before the 3 or 4 days of the test. I act as the coordinator by submitting scripts for examinations, keeping them informed about and warning them of the rules of the examinations. After the examination, I have to count and check their name and phone number and submit to the recruiting team the exams.
- **Check Exam Script:** I received the answer sheet, which I have to review and mark those scripts according to the rule. I need to check the entire script paper, and there have been negative markings for the wrong answers.
- **Selected Candidate Profile:** The candidate profiles were revised with the complete marks after checking the exam script and final markings. Finally, the profile of the candidate was ready to call them for an interview.
- **Making Calls to Candidates:** Here, I needed all the candidates selected for the following arrangement to make calls. Every candidate should be called about five days before the interview. Some candidates had missed the call and had to make calls again afterward. Some of them showed that their phone is switched off. In that case, after phone calls the final candidate profile becomes ready. Finally, I needed to reach all the candidates again before the day of the interview to make sure they are present on time.
- **Co-ordinate Interview process:** From the very first minute of the interview, I've been monitoring them properly, so I needed to keep the candidate profile sequencing. I had to communicate properly with the interviewer as well as interviewee during the interview session. During the interview, the interviewer essentially used the candidate's format and the highest rating will ensure the job of the candidate.
- **Prepare Confirmation Letter:** When any candidate finally selected for any position then I have to make a confirmation letter for the new joiners with the salary breakdown. The salary breakdown is prepared by Talent Acquisition head which is given to me.
- **Documentation process:** Before joining a new employee I have to prepare some documents for the employee like Employee basic information form, ID card form, Bank account form, Code of conduct form, declaration form. The day the new employee joins that time he has to complete all the documents. Then with all the documents, I have to prepare a personal file for that new joining employee.

- **Background Verification:** From the new joiners, we take the previous organization's details & declaration form to verify the employee. After all the checking I need to know about their past work experience is that correct or not.
- **MIS & Employee List Update:** I have to maintain an employee list with employee basic details for the new joining employee, existing employee & resigned employee. Also, I have to update MIS when any new employee joins the organization.

4.2 Observations

1. Constant Hiring and Selection Process: Hiring is an ongoing process by ACI Godrej, the recruitment and selection team almost every week has performed chronologically.

2. Proper use of Recruitment Management Policy and Procedure: The policy and procedure are all about human resources and therefore, during the recruitment process, ACI Godrej follows its recruitment policies strictly. In screening and selection there are no unethical practices.

3. Documentation Process: Hiring is a very important process for an organization. The HR team does a lot of discussion, queries, and documentation before starting the process until the employee joins.

4. Exceptional Environment for every employee: In ACI Godrej employees are directly put on the process. The company trains and teaches all employees perfectly to practice, make use of their learning, and to develop to build a better career effectively and efficiently.

5. Recruitment process and academic learned: The recruitment process of ACI Godrej is an ideal and effective way of observing my study and my HRM lessons.

4.3 Learning Outcomes

- Learn how to work in an organizational aspect as a team building
- To strictly organize, plan and finish my tasks in an exact time, to maintain time management.
- Keep the company culture and the organization's decorum
- Learn how to complete the task under pressure and handle stress.
- To properly maintain contact with colleagues and superiors
- Behave professionally as well as ethically.
- Monitoring, corrections, and performance improvements

- Working with professional standards, identifying and understanding these.
- To learn more about the company's growth and expansion plans.
- Well aware of the organization's recruitment rules & policies.
- Learn about HR strategic planning of the company.

Chapter 5

SWOT Analysis and Findings

5.1 SWOT Analysis

SWOT analysis is aimed at evaluating an organization and its environment. It is the beginning step in planning and helps marketers to concentrate on their vital issues. SWOT represents forces (what an organization can do), weaknesses (what an organization cannot do), opportunities (potential organizational favorable conditions), and threats (possible organizational disadvantages).

The SWOT analysis has the task of extracting the information from the analytic and of subdividing the information in internal (forces and weaknesses) and external (opportunities and threats) issues. Once this is completed, the SWOT analysis will determine whether the information that will enhance the company's goals or indicate whether the difficulties to the desired results need to be overcome or minimized.

5.1.1 SWOT Analysis of ACI Godrej

ACI Godrej Agrovat Private Ltd has become one of Bangladesh's leading agro-businesses at present. The market position of the company shows the company's effective staffing process.

However, the SWOT analysis of recruitment & selection process of ACI Godrej is given below:

STRENGTH

The Strengths of ACI Godrej's recruitment & Selection process are:

Effective in-house functions: ACI Godrej makes use of in-house functions to ensure consistent recruitment searches. They can manage their resumé bank and the organization's specific needs are met. Their recruitment functions allow them to control more easily, and some aspects of the process can be easily customized.

Centralized Recruitment: ACI Godrej generally uses centered recruitment, whether internal or external. The Human Resources department is therefore responsible for coordinating recruitment, and the elimination of duplication is one of the most important advantages of this central recruitment function.

Formal Staff Engagement Proposal Form: To fill up any job vacancy within the company ACI Godrej uses a standardized Staff Engagement Proposal form and a job description to help target the proper type.

Flexibility: As its exact number of applicants required to fill the vacancy is very difficult to determine, ACI Godrej does not have a clear approach. The HR department of ACI Godrej will discuss with the related department head and decide how many candidates will be contacted for a position vacant. This allows the HR department to use decisions flexibly and discreetly. This is an excellent practice, provided that HR managers can take best advantage of their decisions.

Selection plans: At the beginning of the year, ACI Godrej developed selection plans to help the organization select the right employee.

Effectiveness of interviewers: ACI Godrej has recently established an interview panel and has decided to train the interviewers to improve assessment skills.

Best practice: ACI Godrej customizes the checklist and the interview assessment formula for this particular position before any selection interview, sending the assessment form and checklist to the interviewees. This system helps the interviewer to put correct questions and concentrates on an interview rating form.

WEAKNESSES

The recruitment & selection process of ACI Godrej Limited consists of the following weaknesses:

Employee's dissatisfaction: When a position is vacant, replacing the role with current workers is not possible every time, as it creates another vacant position. In that case, the company's external source is to reduce its complexity. This causes dissatisfaction among existing employees.

Rewarding Recruiters: Effective recruitment systems can motivate recruiters to pursue better practices and to inspire them to develop recruitment processes.

Lack of review: ACI Godrej has no proper method of reviewing the selection process. Consequently, it is difficult to take immediate action if a selection has gone wrong.

No medical test: ACI Godrej does not conduct the candidate's medical checks before offering a letter of employment. The candidates only give a medical declaration after the final selection. The trustworthiness of this statement sometimes is very low.

Less development scope: In the process of selection for continuous development, there is, as with recruitment.

OPPORTUNITIES

Although the recruitment process has some weaknesses, the opportunities are as follows:

Market position: When the ACI Godrej is the employer of choice, it makes it easier for the organization to recruit more eligible candidates.

Development: ACI Godrej has recently developed its Department of Human Resources. It is organizing and adopting better policies for employee recruitment.

Working Environment: The work environment of the company is another important issue that attracts candidates. Despite offering a comparatively lower salary for a position, some candidates are willing to join for other benefits & facilities.

Company's Progress: In the current market situation, ACI Godrej's constant progress focuses on recruiting qualified applicants.

Corporate Culture: The corporate culture of the company helps many job applicants because they can fit their individual preferences and must apply for the job with the company.

THREATS

The hiring & selection process of ACI Godrej consists of following threats:

Time constraint: Within a very short time, sometimes the organization needs immediate recruitment. The organization does fast recruitment, which might not perform this function appropriately.

Money Constraint: It needs very experienced persons for certain managerial posts. But in some cases, the company cannot hunt them from another organization as they demand very high salaries.

Employee's switching: There are some employees who switch the company after getting proper training and company needs to hire again.

Competitor's attitude: Employees are always looking for higher salaries. It is threatening to ACI Godrej that if its competitors offer more pay to ACI Godrej's employees, they may switch.

5.2 Findings of the Report

The following findings regarding recruitment and selection process of ACI Godrej have been exposed through this report:

- In-house functions are used by ACI Godrej to verify that hunts are consistent.
- Usually, ACI Godrej employs centralized recruitment.
- The standardized form for staff engagement and the job description are used by ACI Godrej in order to fill out any vacancy in the business. This ensures that the right applicants are targeted.
- Judgments are flexible to determine the number of necessary employees.
- At the turn of the year, ACI Godrej develops selection plans to help the organization select the right employee on time for each department.
- ACI Godrej recently formed and decided to train a panel of interviewers to develop their assessment skills.
- The company has very few candidates who are highly qualified in some fields.

Chapter 6

Recommendation & Conclusion

6.1 Recommendation

Although the organization does its activities successfully, there are some gray areas where ACI Godrej Agrovat does not deliver to the standard and should change. Following suggestions, the existing recruiting and screening process is strengthened and the whole process strengthened—

- Innovative approaches and methods for the employee assessment of a certain role should be used by ACI Godrej Agrovat.
- With a corporate agreement with ACI Godrej Agro, ACI Godrej may review the medical report of the finally selected candidates by the medical institutions before offering a letter of employment.
- Timeline is an important recruiting element. ACI Godrej's recruitment department should look very seriously at the matter of spending less time calling the applicants after their response.
- ACI Godrej can post on its website recruitment advertisements. In order for interested candidates to obtain information about their site and to apply directly on the organization's website. They can also publish newspaper ads and cut costs.
- The marketing plan should be improved by ACI Godrej. Since most people don't know their business and the company spends more on TV ads, billboards, twitter, magazines, and so on and can create a stronger public brand identity and attract talented candidate individuals.
- Throughout the recruitment of the employees, ACI Godrej Agrovat Private Ltd. management must consider and offer particular attention to all matters concerning the workers who are in the positions that they may or may not be appropriate for that role, otherwise employees will still be hard to motivate and will never deliver as the managers see fit. To order to enhance interviews ACI Godrej can start educating its administrators and officials.
- To improve recruitment and selection processes continuously and to improve internal activities for better organizational management, the company can make benchmarks with others.

6.2 Conclusion

The leading multinational agro-business enterprise in Bangladesh, ACI Godrej Agrovat Private Ltd. In order to satisfy its customers, the company develops its daily business in the industry and adapts its policy to the country to increase quality. This can only be achieved by their competent management, trained, specialized staff and excellent quality products. The operating income over the past year was very impressive. They strive to maintain good governance through their skilled and dedicated employees and maintain discipline and sincerities throughout the organization.

The present tight labor market is making a finding, recruiting, and selecting talented individuals difficult for organizations. As fewer skilled applicants are available, the talent competition intensifies. This lack of applicants makes it especially important for organizations to be able to effectively attract, select, and retain high-quality applicants.

The results of this study show that ACI Godrej's recruiting and selection process is more or less structured, effective, and capable of achieving its desired objectives. After a detailed evaluation, I can say that ACI Godrej is satisfactorily recruited and selected. In many areas, they can seek to develop their recruitment and the selection process by using cost-effective, however more flexible means of communication and a careful choice of assessment methods, such as setting the appropriate recruitment and selection budgets.

Finally, improved recruitment and selection strategies lead to improved business results. The inspiring recruitment of potential candidates for current or anticipated vacancies can be said to be discovered. Companies are more likely to attract satisfied employees if they successfully hire and select their applicants. The effectiveness of the method of selection can also influence key market results, such as profitability and an organization's financial performance. Therefore, appropriate selection can reduce substitution and training costs, reduce legal challenges, and lead to a more productive workforce.

I tried my best in this report to identify ACI Godrej Agrovat Private Ltd's hiring and selection procedure. From all HRM courses, I tried to implement my academic knowledge in a real-life job. This report can contain some faults, but I have tried to be precise. I hope it will be a useful resource to be used in the future.

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