

Executive Summary:

The study of this report is based on one of the most popular retail chain organization Aarong and the project analyzes the Recruitment and Selection process for the position of Sales Associate of the organization which they call “Project Staffs”. The first chapter simply discusses the objectives, methodology, scope and limitation of the report. The second chapter is based on the information of the organization mentioning the history of the organization at first followed by its product offerings, the operational network and then specifying the vision for the future. After describing the organization, the third chapter is completely based on job of internship. It describes the nature of the job which discusses both jobs of the HR department as well as job for the position of internship in the department. The HR department carries all the general and core HR activities starting from, human resource planning which includes manpower forecasting and HR program designs, recruitment, selection, performance management, performance evaluation and assessment, training and training evaluation etc. The job role for internship in the HR department is mainly assisting those general day to day HR activities of the organization which is also a good way to learn and understand the procedures by seeing the activities taking place in real time.

After the job description and specification of responsibilities, the chapter then moves forward to discuss the different aspects of job performance in the HR job roles relating to the hierarchical model of Campbell (1990). The last part of the chapter analyzes the job and its performance through critical observation and also provides some recommendations.

The report then reaches the main body which consists the analysis of the project named “The recruitment and selection process of the Project Staffs in Aarong”. The main body of the report is described in some divisions and the first part provides the summary of the whole chapter. The second part of the chapter provides description of the project mentioning the objectives, methodology and the limitations of the project analysis. The final part of the report is further divided into number of sections to provide both conceptual knowledge on the project topic and then relate to the organization.

The recruitment as described in the Business Dictionary.com is the process of finding and hiring the best-qualified candidate and according to Myrna L. Gusdorf selection is the process of choosing the individual best suited for a particular position and for the organization. The concept is expanded by providing general methods with a diagram. The final part then moves with the section where the recruitment and selection process is discussed for Aarong's Project staffs. The discussion is divided into recruitment, selection and also with a separate section of training which is a part of the recruitment process.

From obtaining the results of the analysis, the report provides some recommendations based on the findings in the process of Aarong's recruitment and selection. At last, the conclusion closes the report by over viewing the organization's technique of recruiting sales people.