



Daffodil
International
University

Internship Report
On

Recruitment and Selection Practices of Avery Dennison Bangladesh.

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Letter of Transmittal

20th October 2025

Khadiza Rahman Tanchi, PhD

Associate Professor

Department of Business Administration Faculty of Business & Entrepreneurship Daffodil International University

Subject: Submission of Internship Report

Dear Sir,

With due respect, I am pleased to submit my internship report titled “Recruitment and Selection Activities of Avery Dennison Bangladesh.” as a partial requirement for the completion of my Bachelor degree in BBA Program.

Based on my three-month internship at Avery Dennison Bangladesh, where I had the chance to see and grasp the practical application of Human Resource Management, especially in the recruitment and selection process, this paper is based.

Thank you for your guidance and support throughout the internship period.

Sincerely yours,



.....
Farhan Mohib Nahin
ID: 213-11-1402
Batch: 60
BBA Program (HRM)
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Letter Of Approval

This is to clarify that the dissertation on “Recruitment and selection activities of Avery Dennison Bangladesh.” is done by Farhan Mohib Nahin, ID #213-11-1402, Major in Human Resource Management, Department of Business Administration, Daffodil International University.

This report has been prepared under my supervision and guidance. I hereby approve the report and recommend it for evaluation.

I wish the student all the best in the future.



.....
Khadiza Rahman Tanchi, PhD

Associate Professor

Department of Business Administration

Faculty of Business & Entrepreneurship

Daffodil International University

Proof of Internship Completion Letter



Paxar Bangladesh Ltd.

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June 29, 2025

FARHAN MOHIB NAHIN

Vill: K-98/1, Khilkhet Uttarpara, PO: Khilkhet T S O - 1229, PS: Khilkhet, Dist: Dhaka

Dear **FARHAN MOHIB NAHIN**,

Acceptance of Internship

We are pleased to inform you that your application has been selected for our internship program, and hence you will be interning with us from **01 July, 2025 to 31 December, 2025**. You will be placed in the **HR** department at the **Factory** during this **six (6)** months period.

During this internship period, you will receive **BDT 10,000** as an internship allowance on a **monthly** basis.

We will look forward to your valuable contributions and wish you all the best for a rewarding career.

Yours sincerely,

For and on behalf of **Paxar Bangladesh Limited**,

A handwritten signature in black ink, appearing to read 'Sazzad'.

Mohammad Sazzad Hossain
General Manager, Bangladesh

Adhikari
02/06/25

Acknowledgement

I really appreciate all those who have helped and mentored me over my internship at Avery Dennison Bangladesh. This program has been quite helpful in improving my practical knowledge of Human Resource Management.

First and most importantly, I would want to really thank Khadiza Rahman Tanchi Maam, my intern's supervisor, for their direction, support, and helpful criticism.

I want to thank the whole Avery Dennison Bangladesh. HR team for their cooperation, support, and openness to sharing of knowledge. Their understanding of HR operations—particularly in terms of training and development—has greatly helped me to advance professionally.

Furthermore, I would want to thank Avery Dennison Bangladesh.'s management for allowing me to participate in their company and acquire practical Human Resource Management knowledge.

Finally, I owe a great deal to my family, friends, and academic advisers for their continuous inspiration and encouragement over this road.

Thanks all for your great direction and support.

Dedication

This report is especially thanks giving to my dear parents, whose lifetime sacrifices, relentless love, and daily prayers have molded the person I am now. My strongest suit has come from their faith in my ability. To my brothers and relatives, who supported me through good times and bad, always kind words and warm hearts help to inspire me. To my academic mentors and teachers, whose direction, encouragement, and wisdom have lighted my road across my academic career—especially during this internship period. To my friends and well-wishers, whose help and company have made this road more significant and joyful and last, to the Almighty, for giving me the chance, time, and ability to finish this internship and report satisfactorily. This work is a modest mirror of the group efforts and inspiration I have gotten from every one of you.

May Allah grant them long life.



.....

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Executive Summary

The report is developed to fulfill part of the coursework requirement of Bachelor of Business Administration (BBA) majoring in Human Resource Management (HRM). The research is informed by the internship experience I had in Avery Dennison Bangladesh, a manufacturing firm, known internationally due to its innovative labeling, packaging materials, and apparel solutions. The primary aim of this report is to discuss and review the recruitment and selection processes of Avery Dennison Bangladesh.

As an intern, I got a chance to be close to the HR team, especially in the talent acquisition, documentation, and employee onboarding systems. The research is dedicated to the recruitment process at the company, i.e., the manpower requisition, posting the job, sourcing of the candidate, shortlisting, interview, and final selection and appointment. Another issue the report illuminates is that the organization is fair, transparent and equal employment opportunity in its recruiting process.

Analysis shows that the Avery Dennison Bangladesh has a well-organized, structured recruitment system that is in tandem with global and local HR standards. Nonetheless, certain obstacles were also pointed out, including time-consuming approval procedure and the lack of high-tech digital recruiting solutions. In order to make it more efficient, the report recommends more technology-oriented approaches, employer-branding reinforcement, and ongoing training of HR professionals engaged in hiring.

On the whole, I believe that this internship project gave me a valuable hands-on experience in the area of real HR work and deepened my knowledge of successful recruitment and selection in the framework of a multinational company.

Table of Contents

Chapter No	Contents	Page No
	Cover Page	i
	Letter of Transmittal	ii
	Letter of Approval	iii
	Proof of Internship Completion Letter	iv
	Acknowledgement	v
	Dedication	vi
	Executive Summary	vii
	Table of Contents	viii
Chapter-1	Introduction	1-4
	1.1 Introduction	2
	1.2 Literature Review	2
	1.3 Objectives of the Report	3
	1.4 Scope of the Study	3
	1.5 Methodology	3
	1.6 Limitations of the Report	4
Chapter-2	Company Overview	5-8
	2.1 Overview of Avery Dennison Bangladesh.	6
	2.2 Mission & Vision	6
	2.3 Organizational Structure	7
	2.4 Major Products and Services	7
Chapter-3	Internship Role and Responsibilities	9-11
	3.1 Duration and Department Assigned	10
	3.2 Daily Tasks and Assignments	10
	3.3 Specific Involvement in Recruitment and Selection Process	11
Chapter-4	Key Learnings and Experiences	12-16
	4.1 Important Learnings	13

	4.2 Rationale for those roles and responsibilities	14
	4.3 Connection with academia	15
Chapter-5	Critique and Reflections	17-21
	5.1 Recruitment and Selection Process	18
	5.2 Critical evaluation	19
	5.3 Major challenges faced during the entire internship period	20
Chapter-6	Conclusion	22-23
	6.1 Conclusion	23
Chapter-7	Implications	24-25
	7.1 Implications	25
	8 References	27

List of the Graph

S.N	Topic	Page no
Graph -1	Organizational Structure	7

List of Abbreviations

HRM	Human Resource Management
HR	Human Resource
BBA	Bachelor of Business Administration

Chapter:1

Introduction

1.1 Introduction

The importance of Human Resource Management (HRM) is very crucial in ensuring that an organization has the right individuals at the right job to achieve strategic objectives of the organization. The most critical functions in HR are those to do with recruitment and selection since they directly impact on workforce quality and productivity. Through good recruitment and selection procedures, organizations can be able to identify, employ and retain good employees who are able to make the organization a success.

The report is founded on my experience working as an intern in the Human Resource Department of Avery Dennison Bangladesh. The primary aim of the research will be to investigate and analyze the hiring and selection processes at the company. In my internship, I was able to learn how a multinational company hires individuals, and this includes planning the number of people they want to hire to recruiting new workers.

This report aims at reconciling between the theoretical knowledge I gained through my BBA program and the practical experience I was able to gain through my internship. The findings of this report will assist us in knowing how Avery Dennison Bangladesh efficiently administers its hiring and selection strategy as well as ensuring that it is unbiased, transparent, and within its international HR policies.

1.2 Literature Review

One of the most significant aspects of Human Resource Management (HRM) is recruitment and selection which determine the level of goodness of the people who work under a firm. According to Dessler, recruitment refers to a process of securing qualified individuals to apply to a vacant position and the selection is the process of selecting the most suitable employee among the applicants (Dessler, 2017). The steps are combined to ensure that firms acquire and retain the right individuals to achieve their strategic objectives.

Recruitment is of two primary forms namely, internal recruitment and external recruitment. Internal recruitment refers to the act of filling vacancies within the firm by transferring members up or down, whereas external recruitment refers to recruiting following job advertisements, job portals, social media, campus recruitment, or with the assistance of employment agencies (Armstrong, 2020). Good hiring techniques reduce turnover, ensure good fitment of employees and improve performance of an organization.

Selection on the other hand is a multi stage procedure that involves factors such as screening application, interviewing, administering tests and screening the background of the applicants before final hiring decision is made. According to Robbins and Coulter

(2018), the primary purpose of the selection process is to determine which job applicants will perform in the future after employment. Equal and equity in hiring will ensure there is diversity, equality and compliance to labor laws.

The technology-based recruitment systems have been increasingly utilized in the past few years by organizations to ensure the process is efficient and fair (Breaugh, 2021). Such systems have Applicant Tracking Systems (ATS) and online tests. In addition, employer branding and candidate experience has now emerged as relevant in the effectiveness of recruitment and selection processes.

1.3 Objectives of the Report

Broad Objective

- To understand the recruitment and selection process of Avery Dennison Bangladesh

Specific Objectives

- To identify the steps involved in screening, and recruitment process.
- To identify the challenges faced by the HR department during the recruitment and selection process.

1.4 Scope of the Study

The present research only gives an overview of the practices in the hiring and selection applied by the Human Resource Department of Avery Dennison Bangladesh. The report is largely concerning how the company identifies, screens and recruits individuals to fill its vacancies. It provides a general picture of the HR policies, the location of the employees, the selection of employees, and the paperwork involved.

The paper is mainly based on the information collected on my internship due to direct observations, the discussions with HR officers, and the review of internal reports. Thus, the findings and discussion only reflect what occurs in the Bangladesh office, and they might not reflect fully of the operations of Avery Dennison worldwide.

The report is devoted exclusively to the HR hiring and selection. It does not discuss other aspects of human resource management, such as training and development, performance reviews and the pay management.

1.5 Methodology

This report is founded on what I learned during my stay in the Human Resource Department at Avery Dennison Bangladesh and what I saw and heard when I was there. To write this report the following steps were followed:

Secondary Data Collection

Company Documents:

- Books
- Magazine
- Journals
- Review of organizational manuals
- Job descriptions
- Recruitment policies

1.6 Limitations of the Report

When we were compiling this report on the hiring and selection practices of Avery Dennison Bangladesh, we encountered several issues that might have constrained the extent and scope of the study:

Short Time Period: The internship lasted just a few weeks and thus it was not possible to observe the processes of recruitment and selection processes thoroughly.

Privacy of Information: Due to privacy policies, it was not possible to access some HR documents and sensitive company data.

Small Sample Size: The research primarily involved the HR department and some employees, which might not be the entire experience of all employees.

Reliance on Secondary Data: Part of the information was obtained in form of company reports, manuals and other written materials that do not necessarily give a complete picture of the current operations.

Generalization: The findings and recommendations can solely be applied in Avery Dennison Bangladesh, and not in other branches and companies in other industries.

Chapter:2

Company Overview

2.1 Overview of Avery Dennison Bangladesh

Avery Dennison Corporation is an international materials science and manufacturing firm, which deals in the production of functional materials, packaging, and labels. The company was incorporated in 1935 and is located in the United States. It has over 50 countries of operation worldwide and provides innovative solutions to numerous industries, including retail, logistics, healthcare, and clothing. Avery Dennison Bangladesh is one of its subsidiaries operating in Bangladesh and elsewhere in the world by offering clients with high quality labeling and packaging services. The firm is recognized to be committed to operational excellence, sustainability, and innovation.

It has a well established organizational structure and the divisions such as Sales and Marketing, Production, Supply Chain and Human Resources all work in unison to achieve business objectives. The Human Resource Department of Avery Dennison Bangladesh is highly significant in retaining a highly motivated and skilled workforce. By incorporating the modern HR practices, the company ensures that its hiring, employee development, performance management, and retention practices are all effective. The HR team ensures that the local policies are based on the global standards of the Avery Dennison Corporation as well as are concerned with the notions of fairness, diversity, and adherence to labor regulations. In general, Avery Dennison Bangladesh is a large competitor in the labeling and packaging segment because it relies on the experiences and knowledge of the global market to enhance its growth and make its operations more efficient.

2.2 Mission and Vision

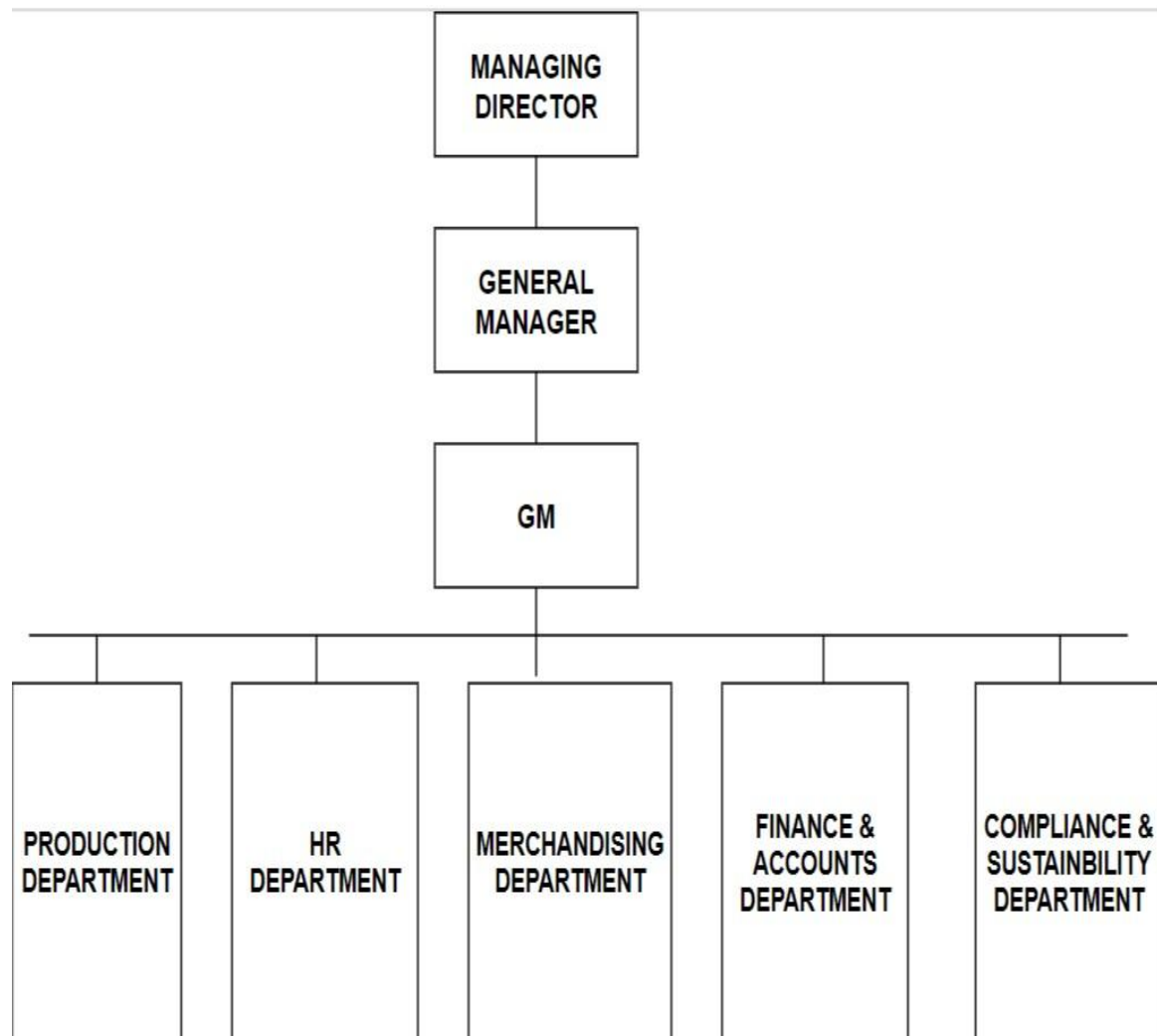
Mission

To deliver innovative high-quality labeling and packaging solutions to customers, employees, and society that will add value, and promote sustainability, operational excellence, and continual improvement.

Vision

To be the best company in the world in materials science and labelling solutions, be innovative, customer focused and work towards making the world a better place to people and environment.

2.3 Organizational Structure



2.4 Major Products and Services

Avery Dennison Bangladesh possesses numerous various products and services, but the majority of them are related to labeling, packaging, and materials. These products can be applied to various industries, including retailing, logistics, health, and manufacturing. The main products are: 1. Branding, identification and tracking of products are done through Pressure-Sensitive Labels. Has food, drink, personal care and pharmaceutical industries commercials. Decoration and function o Films applied in cars, electronics and buildings. Keeps warm, appears desirable and longs last. Graphic Materials: Signs, displays and advertisement solutions. Has films and adhesives both indoor and outdoor. Packaging Solutions o Packages flexible and wrapping and labeling items. Makes the products safer, more attractive on shelf and more efficient within the supply chain. RFID Solutions and

Retail Branding. Application RFID is used to assist in the management of inventory control and theft. Helps companies operate their businesses easier and provide a more favorable experience to their customers. Environmentally friendly products. Eco-friendly materials and labels that could be recycled. Helps brands achieve the sustainability objectives and adhere to regulations.

Chapter:3

Internship Role and Responsibilities

3.1 Duration and Department Assigned

Internship Duration:

The internship lasted for three months.

Department Assigned:

I worked in the Human Resources Department at Avery Dennison Bangladesh during my internship. In this department, my main job was to help with the Recruitment and Selection process, which gave me hands-on experience with many HR tasks, such as:

- Finding and hiring new employees and getting them started
- Writing job descriptions and profiles for candidates
- Scheduling and evaluating interviews
- Keeping track of HR documents and records

Learning Objective:

Being in the HR department gave me hands-on experience with managing people well, learning about company policies, and building professional skills that I could use in real-life HR management situations.

3.2 Day-to-Day Assignments and Tasks

During my internship at Avery Dennison Bangladesh, I worked in the Human Resource Department and did a lot of different things every day that gave me hands-on experience with hiring and other HR tasks.

Collected and sorted CVs and job applications.

Suggested candidates from the shortlist who met the job requirements.

Scheduled set dates and times for interviews.

Made ready Made lists of people to call for interviews and sheets for people to sign in.

Helped with interviews.

Updated and kept up-to-date employee files and documents.

Kept track of attendance and leave.

Helped new employees who were hired during their onboarding sessions.

Put employee information into the HR system or Excel sheets. • Made copies of documents, printed them, and scanned them as needed.

3.3 Specific Involvement in Recruitment and Selection Process

During my internship at Avery Dennison Bangladesh, I actively participated in the Recruitment and Selection process under the supervision of the HR team. Here are some of the things I was responsible for and involved in:

Posting and advertising jobs

- o Helped write and post job openings on different job boards and notice boards within the company.
- o Made sure that job descriptions were clear, correct, and in line with what the organization needed.

2. Screening and making a list of the best candidates

- o Looked over resumes and applications to find possible candidates based on their qualifications, experience, and skills.
- o Helped make a short list of candidates to look at more closely.

3. Setting up interviews: o Set up interviews between candidates and HR or department managers.

- o Talked to candidates about the dates, times, and requirements for the interviews.

4. Assessment and Documentation: Helped with initial assessments and judged how well candidates answered questions during interviews.

- o Kept accurate records of candidate profiles, feedback from interviews, and decisions about who to hire.

5. Onboarding Support o Helped write offer letters and get ready for new hires to join the company.

- o Helped the HR team show new hires around the office and give them the information they needed about company rules.

Chapter:4

Key Learnings and Experiences

4.1 Important Learnings

I gained much knowledge in the Human Resource Management and acquired a lot of practical experience under my internship in Avery Dennison Bangladesh, particularly in the hiring and selection process. The greatest lessons I gained during this internship are: General Knowledge on Recruitment and Selection.

- o I have learned the ability to come up with recruitment plans that will attract both active and passive candidates.

- o Got to know how to recruit candidates in other forms such as online job boards, employee referrals and campus recruitment drives.

- o Sensitized myself on the significance of ensuring that the hiring plans are aligned with the objectives of the firm, the requirements of the departments and the corporate culture. Resume Removal and Applicant Assessment Competencies.

- o Learned to critically review resumes to identify the ones that fit the skills, qualification and experience requirements of the job. Knowledge on how to employ objective criteria to reduce the number of candidates, and made it possible to limit the amount of bias in the selection process as well as ensuring that the selection process was unbiased.

- o Have worked with many applications and was attentive to the detail and accuracy. Interview Process Exposure

- o Assisted in the process of setting up and structuring interviews by ensuring that there was a free flow of communication between the candidates and HR/ departmental managers.

- o observed various forms of interviews, such as competency-based interviews, technical tests and behavioral interviews.

- o A learner knows how to evaluate the soft skills and attitude of the candidates and their possible fit within the culture as well, rather than the technical skills as much as the technical skills. HR Paperwork and Onboarding.

- o Assisted in drafting letters, appointment letters and employment contracts of shortlisted applicants. o Learned to do the onboarding process not only step by step but also orientation sessions, review of the paperwork, and company rules.

- o Realized the value of maintaining proper records to comply with future audit and reference. Workplace Interaction and Teamwork.

- o Enhanced my communication and writing abilities through interviewing and collaborating with colleagues.

- o Learned the ways to manage not only one job at the same time such as follow-ups with the candidates, maintaining the records up-to-date, and assisting with the recruitment

efforts.

- o Learned the collaboration between HR and other departments simplifies the process of hiring new people and makes it more efficient. Practical Use of the Academic Knowledge in Real Work Situations.
- o Applied HRM concepts studied in BBA lessons such as staffing planning, employee engagement and performance assessment in practical HR practice.
- o Learned actual HR issues such as meeting deadlines, responding to questions of the candidates, and ensuring that the process is equitable. Individual and professional development.
- o Learned to manage, solve problems, and organize during work in a professional environment.
- o Made me free to conduct HR work and communicate with professionals in business environment.
- o Became more aware of their career objectives and job motivation to work in Human Resource Management.

4.2 Rationale for Those Roles and Responsibilities with Examples

Working as an intern at the Avery Dennison Bangladesh, there were several tasks and responsibilities connected to the hiring and selection process. Every role was aimed at providing me with the real-life experience and assisting me in enhancing my HR skills. The following are the reasons of these duties and an illustration of some of them:

Advertisement of a Job and Recruitment. Rationale:

by placing job adverts accurately, one ensures that the company receives qualified people and reduces the number of mismatches. It is also useful in maintaining the employer brand of the company. As an illustration, I was assisted in writing job advertisements of a position of a production supervisor. By specifying the skills and qualifications required in the job, we received applications of those who fit the requirement and this reduced unnecessary shortlisting.

Sifting and Short listing and Candidates. Reason:

Screening ensures that only individuals who have passed the minimum requirements proceed in the selection process which is a time- and money-saving activity. In particular, I picked 15 individuals out of over 100 applications to a junior marketing position and selected them due to their skills, experience, and education. This was done to ensure that only the best candidates were interviewed.

Interview Coordination Rationale:

It is essential to schedule interviews as fast as possible to sustain the HR department workflow and ensure that the candidates are not deprived of an excellent experience. I organized interviews in different departments; I ensured that the candidates received warning in time and that the time of interviewers was matched accordingly. This has ensured that there is no delay in the hiring process.

Evaluation and Feedback Report. Rationalization:

Documenting assessments makes it understandable, allows individuals to make intelligent decisions and have something to refer to in the future. Indicatively, I have used examples of interviews and evaluations of job applicants to write down feedback, which assists the HR managers to select the most suitable candidate to occupy a job position in the sales department as a sales executive. Onboarding Support Rationale: Onboarding is done correctly, ensuring that new employees integrate extremely well into the company, learn its rules, and begin working within a short period of time. An example of this is when I was assisting in writing offer letters, orientation material and also took new workers through the paper work that they had to complete. This facilitated the onboarding process and reduced errors in the HR record. Communication and Coordination. Rationale: Effective communication will ensure that the hiring process is more effective, reduces the number of misunderstandings, and gives the company a positive image. As an illustration, I would tend to call back the candidates in terms of interviews and responding to the questions to ensure that they had a professional and informative experience with the company.

4.3 Connection with Academia with Examples

The internship experience in Avery Dennison Bangladesh enabled me to relate my BBA program (HRM major) to the actual world. This relation allowed me to apply what I was taught at school to accomplish real-life duties in the workplace. The most significant ones are: Theories of Recruitment and Selection In Practice. Academic Connection: courses in Human Resource Management and Talent Acquisition include the aspects of planning workers, job analysis, and structured methods of recruitment. I applied my classroom knowledge, job analysis and competency mapping, when I was screening and shortlisting candidates. This assisted me in locating the candidates whose skills and qualifications were suitable in the job. Knowledge Performance Evaluation and Assessment. Academic Association: The academic lessons about the evaluation of employees, and the performance

review, emphasize on the necessity of objectively assessing their competencies. Practical Case: I observed the interview during which the HR managers evaluated the candidates using structured evaluation forms and behavioral questions.

This resembled the hypothetical approaches to competency-based assessment in which we studied during classes. HR Documentation and Record-Keeping. Academic Connection: HRM courses emphasize the need to maintain quality records so as to comply, audit or to have an organization perform smoother. Real-life example: I assisted with the writing of offer letters, tracking candidates and assembling the onboarding documents. This experience consolidated the theoretical knowledge of HR documentation procedures and compliance with the law. Organizational Behavior Concepts and Communication. Academic Connection: Organizational Behavior courses emphasize the significance of communication, collaboration and dedication in the work environment. Life application: arranging interviews and conducting interviews with candidates entailed professional conduct, ensuring that all parties were informed, and conflict management, skills which were discussed extensively in the classroom and were typecasted during role play.

Strategic HRM Insights Academic Connection: Strategic HRM is concerned with ensuring that the HR practice is aligned on the organizational objectives to enable it develop and be more effective. Practical Case Study: I observed that the hiring practices, orientation processes, and the employee engagement practices of Avery Dennison were aligned with the objectives of the company. This was a direct consequence of what I had heard of strategic HR planning. Problem-Solving and Decision-Making. Academic Connection: HRM classes make individuals think and take facts to make decisions when they need to address the issues in the workplace. Real-Life Application: The problem-solving skills I learned during the classes were to be applied in expedited problem-solving, such as schedule conflicts with candidates or lost paperwork.

Chapter 5

Critique and Reflections

5.1 Recruitment and Selection Process

1. Planning the workforce and giving the go-ahead for job openings

Talent Acquisition (TA) only starts when a manager (hiring manager) sees a need and gets approval from leadership for the number of people and roles needed.

2. Request and discovery meeting

TA and the hiring manager have a meeting to talk about the job description, the skills that need to be tested, the sources of candidates, the timeline, and the interviewers. The HR system makes a formal request.

3. Finding candidates

• Avery Dennison's careers page, talent community, and internal referrals are all common ways to find jobs. • Local job boards, university career centers, and LinkedIn are also good places to look.

4. Screening and shortlisting CVs

We look at resumes to see if the candidates have the skills and qualifications we need. Those who make the cut are invited to the next step, which is a phone screen or test.

5. First screening (phone or video)

A call from HR or a recruiter to talk about fit, motivation, location, salary expectations, and basic role questions. This gets rid of clear mismatches before a more thorough evaluation.

6. Tests (based on the role)

For a lot of jobs, especially graduate, technical, or higher-level ones, the process includes one or more of the following: a written test, an online assessment, a group discussion or case study, or a full-day assessment center with individual and group exercises. Local candidates report multi-stage assessments lasting days to weeks.

7. Interviews about skills and technical knowledge

The hiring manager and technical panel interview the candidates who made the short list for both technical and competency-based positions. Expect questions about your behavior (STAR) and problems that are specific to your role.

8. Last interview and choice of who to hire

The best candidates go to a final interview, which is usually with a senior manager or a panel. The hiring manager and TA agree on the final candidate to recommend.

9. Checks on your background, references, and before you start working

As part of pre-boarding, Avery Dennison checks references and may also check your background and give you a medical exam before you start working. Pre-employment

medicals and other steps that need to be taken before boarding are mentioned in local internship and academic reports.

10. Offer, negotiate, and accept

TA sends a formal offer letter that includes the salary, benefits, start date, and terms of the probationary period. Candidate talks it over and agrees in writing.

11. Getting started or pre-boarding

After someone is hired, TA/HR sets up pre-boarding (documents, system access) and onboarding programs that include orientation, training for their new role, and paperwork. Global HR policies stress making fair hiring decisions and protecting candidates' privacy at all times.

5.2 Critical evaluation

My internship at Avery Dennison Bangladesh was an excellent opportunity to observe, participate in, and critically examine actual HR practices, principally those associated with hiring and selection of employees. The company maintained a good and well-structured manner of handling its human resources, such that all processes, including the advertisement of jobs to the onboarding process, were fast and transparent. This was a very systematic approach towards operations thus ensuring that the operations were carried out more smoothly, but also demonstrated that the company was committed towards professionalism and employee satisfaction. The fact that digital tools were used to screen resumes, schedule interviews, and record keeping also helped the company to be more productive and less prone to errors. The candidate experience also impressed the company as the company pays much attention to it. There were parts though that were indicative of improvement. The recruitment was a pleasant experience and I did not have the opportunity to have a glimpse of the strategic HR practices such as performance management systems, succession planning and employee engagement programs.

There are processes, such as follow-ups and record keeping, that could only be performed manually, thus, sometimes slowed the process and demonstrated that even more automation (digital one) could be implemented. Candidates also lacked enough structured feedback regarding their experience in the hiring process, which could be utilized to refine processes and make the entire process more effective in case it were deployed. Personally, the internship allowed me to determine what I am good at and what I needed to improve. Being busy with numerous tasks, such as resume screening, the organization of interviews, and

documentation, helped me understand that it is crucial to be able to manage my time and prioritize. Professional communication skills improved as I learned to speak directly to the candidates and the team members. But I also found out that I still have something to work on my approach toward sensitive or challenging situations. I also got to know the importance of analytical skills in making fair judgments of people who apply to work in an organization, which I wish to improve. All in all, the internship was quite useful as it bridged the gap between what I learned in the school and the actual situations. It clarified what good HR practices are and it also indicated how the organization can become better and how the individual can develop professionally. Not only did the experience enable me to know more about the hiring process, but it made me more confident, learned, and prepared to make the organization successful in any HR practices.

5.3 Major Challenges Faced During the Entire Internship

I had to encounter numerous challenges when as an intern at Avery Dennison Bangladesh. These struggles enabled me to learn and my skills and ability to adapt were tested. The huge number of applications per numerous job positions at a time was one of the largest issues.

High Volume of Applications

The large volume of applications to various job opportunities was one of the biggest issues. Sifting through the CVs and selecting the best candidate was time consuming and required a lot of attention to screen them manually and this was particularly when the job was at the entry level and there were large numbers of applications.

Time Constraints in the Hiring Process

The HR department was frequently in a situation where they had to fill the vacant posts as urgently as possible since the company required them. The right people were extremely difficult to locate, not mentioning that there was the necessity to complete the process urgently.

Difficulty in Candidate Shortlisting

The difference among candidates was also difficult to distinguish with the help of the resumes alone since most of them had similar qualifications and experiences. The shortlisting process required consideration in order to ensure that it was impartial.

Coordination Between Departments

In many cases, the candidates, department heads and the HR team members could not agree when to have the interview. Occasionally, the process of selection was postponed due to

wrong communication or scheduling.

Limited Use of HR Technology

Some of the HR functions are performed using the digital tools in the organization and other aspects of staffing such as screening resume and tracking candidates remained manual. This increased the workload and the chances of errors committed by the people.

Unavailability of Qualified Candidates

Some of the technical or specialized jobs were difficult to have people with the appropriate skills and culture. Although job advertisements and sourcing were conducting profusely, there were instances when there were no sufficient qualified candidates.

Chapter:6

Conclusion

6.1 Conclusion

I have also found the internship experience at Avery Dennison Bangladesh to be an excellent learning experience that has provided me with a practical learning experience in the field of Human Resource Management. The strong involvement in the hiring and the selection helped me to know all the information about the HR operations, including the creation of job postings, the screening of candidates, the organization of interviews, record keeping, and the incorporation of new personnel. The experience enabled me to relate my learning in the BBA degree with the application in a practical environment. There were many various issues I needed to cope with during my internship such as handling a variety of tasks, effective communication with the candidates and became accustomed to the working methods of an organization. These issues made me develop as an individual and a professional.

Also, I discovered that there were issues with strategic exposure to HR, excessive use of manual processes, and inadequate use of analytical tools. These issues presented me with the areas in which the organization can be improved. In general, the internship allowed me to become more proficient in my professional activities, acquire more knowledge about HRM processes, and prepare to succeed in HR work in the future. Not only has it assisted me in learning more about hiring and selecting people, it has also made me more confident, skilled in problem solving and also equipped me to handle more real world issues in organizations. This experience has reinforced my passion to work in Human Resource Management and I have a solid foundation to my professional development.

Chapter:7

Implications

7.1 Implications

There are great impacts of the internship at Avery Dennison Bangladesh on my school work and my career. Concerning school, it allowed me to relate what I studied in my BBA classes, particularly; Human Resource Management with my real life practice of HR. My practical experience with theories taught me much about the way those theories are applied in the real life. To illustrate, I was taught recruitment, candidate assessment, and organizational behaviour.

Implementing Applicant Tracking Systems (ATS)

An automated Applicant Tracking System can make the HR team manage a vast number of job applications more conveniently. It would assist in screening, shortlisting and maintaining databases of candidates which would reduce the amount of manual work and errors.

Setting Clear Recruitment Timelines

To overcome time pressure, it is possible to make a systematic recruitment calendar in each hiring cycle. Defined job postings dates, shortlisting, interview dates, and final decision dates can make the HR staff and departments collaborate with ease.

Establishing Standard Evaluation Criteria

The selection process would be more equitable by using a structured evaluation matrix to reduce the number of candidates and hold an interview. It can assist the recruiters in the comparisons of the candidates as per the predetermined criteria such as skills, experience, and the suitability to the culture of the company.

Enhancing Interdepartmental Communication

Collaboration and preventing the delay of interviews with the HR department and other functional units can be facilitated using shared online scheduling tools such as Microsoft Teams, Outlook Calendar, or Google Workspace to enhance communication within the company.

Expanding Recruitment Channels

Avery Dennison is able to collaborate with additional universities, professional job boards and LinkedIn to acquire additional qualified candidates. Career fairs, or even enlisting in social media, are also employer branding activities that can increase the number of candidates contacted.

Conducting Recruitment Training Sessions

To make the hiring process more professional, and efficient in general, it is possible to put together short training sessions during which the members of the HR team will learn how to interview, evaluate the candidates, and communicate with them.

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