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*“Talent Acquisition Process of Avery
Dennison Bangladesh.”*



Internship Report
On
Talent Acquisition Process of Avery Dennison Bangladesh.

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Letter of Transmittal

11th June, 2015

Mr. Fairuz Chowdhury

Lecturer- 1

BRAC Business School

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Subject: Submission of Internship Report.

Dear Sir,

I would like to take the opportunity to thank you for your guidance and support you have provided me during the course of this report. Without your help the report would have been impossible to complete. With deep gratitude, I would like to acknowledge the help provided by Ms. Nazmun Nahar, Senior Executive (Talent Acquisition), Avery Dennison Bangladesh for providing utmost supervision during my period of internship in the organization.

To prepare this report I have collected what I believe to be the most relevant information to make my report as analytical and reliable as possible. I have concentrated my best effort to achieve the objectives of the report and hope that my endeavor will serve the purpose. The practical knowledge and experience gathered during my report preparation will immeasurably help in my future professional life.

I would really be grateful if you enlighten me with your thoughts and views regarding the report. Also, if you wish to enquire about an aspect of my report, I would gladly answer your queries. Thank you again for your support and patience.

Yours Sincerely,

Durba Das

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Acknowledgements

I would like to express my profound gratitude to all those who have been instrumental in the preparation of this internship report. I wish to place on records, my deep gratitude for the support, direction, and supervision in every aspect from, Avery Dennison officials, my faculty, and friends.

I would like to express my deep sense of thankfulness to my organizational supervisor of this Internship Program, Ms. Nazmun Nahar, Senior Executive (Talent Acquisition), Avery Dennison Bangladesh for her enormous help and endless support throughout the training period. To get accustomed with the nature of a very dissimilar industry was quite a challenge for me; without her guidance, it would not have been possible for me to continue and then end up with a successful internship.

I would also like to show my utmost gratitude to all the officials of Avery Dennison Bangladesh; especially the teams that I have worked in and all the others teams in the Organization. I would like to mention the name of Mr. Habib Hasan Chowdhury (Assistant Manager, HRSS) for facilitating me with all the internal information that helped me to prepare the company overview and industry analysis; the information that I as an intern had no access to. I cannot but mention Mr. Tanvir Hasan (Senior Officer, Admin) with utter thankfulness for providing me with the previous internal research reports that helped me to design my own study and then analyzing it. I, here, would like to show my sheer gratefulness to Mr. Ali Imran Sayed (Manager, HR & Admin, HRBP) who had been my guide throughout the internship. His guidance made it possible to end the voyage successfully. Additionally I would also like to thank all the employees who participated in the survey needed for proper assessment and support as well.

Finally and most importantly, I would like to concede the guidance of Mr. Fairuz Chowdhury, Lecturer-1, BRAC Business School, BRAC University, for his expert advice and help in preparing this report.

Executive Summary

Avery Dennison Bangladesh is the leading organization in the industry of garments packaging and labeling and it is being serving a huge range of customers for many years. This company is not only providing its best services to the locally but also is an established brand internationally. Behind being a successful company the employees of the organization have been playing a vital role and the company also values its people the most. By working in the Human Resources Division I have come across the whole talent acquisition process, incentive, compensation and benefits system, general services and enormous training facilities that are provided to the human capital of the company.

I have analyzed the whole Talent Acquisition Process of Avery Dennison, the rules, policies and procedures of HR department regarding recruitment, and the evolving role of other departments along with the integration of HR department in talent acquisition process and activities of talent acquisition that are practiced in real business world aligning with the organizational strategy.

This report is a detailed representation of all the mentioned topics and contains a preliminary discussion about Avery Dennison. This company is the market leader in the packaging and labeling sector in Bangladesh.. In the overview part the vision, mission, core values, objectives, efforts, products and services are described. The Talent Acquisition Process starting from the requisition process to the offer process is described in an elaborate manner. In the finding and analysis part I have discussed the whole assessment of the talent acquisition process from the point of view of the people working in this company. The survey questionnaire includes the answers of the questions in light of what they think about the talent acquisition process, what they want to add or eliminate from it, how it is adding value to the organization and how this process can be make more effective and efficient. Finally, I have tried to give some recommendations from my learning that I have got from my day to day job at Avery Dennison and from my university lectures as well.

Table of Contents

Chapters	Title	Page No.
01	Introduction	1-2
1.1	Background of the Study	1
1.2	Objective of the study	1
1.3	Methodology	2
1.4	Scope of the Study	2
1.5	Limitation of the study	2
02	Organizational Overview	3-10
2.1	Paxar/Avery Dennison	3-4
2.2	Vision, Value & Activities	4-5
2.3	Locations of Avery Dennison	5
2.4	Types of Product	6-7
2.5	Strength and Weakness of the Organization	8
2.6	An Overview of Departments	9-10
03	Job Description	11-12
04	Talent Acquisition Process	13-25
05	Finding and Analysis	26-40
06	Recommendation	41-43
07	Conclusion	44
08	Bibliography, References and Sources	45
09	Appendix	46-47