Assignment 3 – Job Analysis, Recruitment, & Selection

Objective: Be able to do the following.
- Identify two (2) job openings that your organization needs to fill. One of the positions is an assistant general or functional-type of manager for your organization. For the other opening, you designate a position to be hired.
- Prepare for the job planning and conducting a “search and selection” for this important organizational asset (e.g. the employee).

Criteria: Understand how to do job analysis, recruit, & select for a job position

Job Analysis – Analyze the jobs you are hiring for.
1. Write a clear job description for the positions
2. Write out the job specifications and/or worker requirements (e.g. knowledge, skills, abilities & qualifications) required to perform each jobs

Recruitment – Detail a recruitment process required to fill these positions.
1. How will you fill the positions? What are the target populations?
2. Where & how will you recruit this position?
3. Are you doing external or internal recruiting? Explain why?
4. Will this recruiting approach be expensive? Why/why not? What’s the approximate cost of this recruitment?

Selection – What legal & accurate selection methods being used by your organization to make employee selections? Identify three methods you use to select the best person. Why do you use these methods? Are there legal issues concerning any of the selection methods you chose? What’s the cost of using them?

Deliverables: What your team needs to do.
Recommend how the best candidate is selected. Provide details to explain what your organization is doing to accomplish these key critical tasks. What particular recruiting and selection method or approach do you use? Provide the details how and why this person is entering your organization.

Organize the assignment with the above criteria.

Due Date: MAN3301-MW CLASS: class period Monday, 10 Oct 2011
MAN3301-TR CLASS: class period Thursday 13 Feb 2010