

Unit 1 individual project 2



**ASSIGN
BUSTER**

In the modern job market, the hiring process is a very crucial stage as it determines the type of employees to be recruited in an organization. Human resource managers are always looking for the most qualified and competent candidates for the applied jobs. It is for this reason that a recruitment process, conducted through interviewing process, is set up to select the best out of all that have applied. A proper recruitment process ensures also that all the applicable laws are strictly followed and that the rights of employment candidates are preserved. Below is a list of questions that will be asked to those applying for the respective posts to be applied. The managers must ensure that they follow this questionnaire when interviewing the applicants. Different questions will be asked to different applicants seeking different positions in the company.

Chief Executive Officer (CEO)

1. Describe yourself
2. What are the key qualities of a good leader?
3. What unique feature do you know about this company?
4. For how long have you been employed in such a position?
5. What are the challenges that you have faced in this position and how did you overcome them?
6. What makes you think that you are the most qualified candidate for this job?
7. Where do you see yourself five years from now?
8. What is your management style
9. Have you ever had to fire anyone? What were the reasons?
10. How much do you feel that the job should pay?

General Manager (GM)

1. Why should we hire you?
2. Why did you leave your previous job?
3. Briefly describe the main role of a General Manager.
4. After how long do we start seeing a positive contribution in the company?
5. If you had enough money would you retire now?
6. Describe a situation where you solved a problem in your line of work.
7. Are you ready to travel?
8. Describe a situation where you have ever motivated and inspired people
9. What challenges do you expect to encounter in this position? How do you plan to face these challenges?
10. What are your long term goals?

All the other employees who had applied for the other positions of Messengers, Cooks, Janitors, Security Guards, secretaries, receptionists and workers will be asked the following general questions. The list comprises of twelve permissible questions.

1. What are your expectations on the applied position in our company?
2. Why should we hire you?
3. Describe a situation where you worked as a team.
4. What is your weakness and greatest strength?
5. Have you ever been asked to leave a particular position?
6. What motivates you to do your job best?
7. If required, will you be willing to relocate?
8. What qualities do you look for in an employer?
9. What are your hobbies?
10. What unique feature do you know about this organization?
11. How much do you expect this position to pay?

12. Have you got any questions?

It is important to note that there are a number of illegal questions that should never be asked in a recruitment process. These include gender-related questions, questions on the marital status, questions regarding the race, and those regarding the disability status of the applicant. These are sensitive areas that should be avoided at all costs. Religion and Nationality questions should also be out of the picture. Age and the birthplace questions should also not be asked. With this in mind, the rights of the employment candidates will be preserved.

References

Haldanes best answers to tough interview questions. Manassas Park, Va.: Impact Publications, 2000. Print.

Krannich, Caryl Rae, and Ronald L. Krannich. Job interview tips for people with not-so-hot backgrounds: how to put red flags behind you to win the job. Manassas Park, Va.: Impact Publications, 2004. Print.

Matias, Linda. 201 knockout answers to tough interview questions the ultimate guide to handling the new competency-based interview style. New York: American Management Association, 2010. Print.