

Job analysis and designing

[Business](#), [Work](#)



Focus and cite strategic manpower planning, recruitment and selection activities. Report and quote on these processes and how they help the company achieve its strategic goals. Job analysis and Designing Coca Cola company's HR Department check its own Job description and Job analysis in which they get the information about the employees work activities, human behavior, performance standard, Job context and human requirements and also other information related to this conduct.

HR Department of Coca Cola used this information also for recruiting, selection, compensation, performance appraisal, training, and employee's relationship Planning and Forecasting Coca Cola HR Department involves in the company strategic planning and they also make sufficient planning for hiring new employees needs in the organization. HR forecast the needs for employees on the change in technology and increases in productivity.

After planning the HR Department sends report to the head office for approval and if they get approval from the head office then HR will start the recruitment process. The Recruitment Process HR Department posts their vacancy in news paper, institutions and company websites. The applicant can search for jobs on the current Jobs tab from the homepage of their website and if the applicant already decided on what position to apply him/her will just need to click " Apply Online" button and then follow the instruction provided.

But in order to apply the applicant must first create a profile so that he/she can see the updates of his/her application. The company does internal and external Recruitment. The Selection Process The selection process of Coca

Cola HR Department will vary depending on the position that the candidates are applying for. Below are the tools used mostly by the HR department and in most cases they used the combination of any of the following tools;

Interview- The interview is designed to reveal more about you and your experiences.

Interviewer will ask for examples of how you behaved in different situations, maybe at school, home or in your previous Jobs Group Exercises- Coca cola s very much into teams so this exercise will show how the candidates effectively work with people. It is the good opportunity for the HR to see how the candidates communicate, influence and involve other people in work place.

Presentations- Coca Cola used presentation as a tool in selection process to show the ability of the candidate on how he/she communicates to a group of people on a specific topic. The candidate may be given a topic in advance or on the day of the presentation. Psychometrics Test- the coca cola company also gives a psychometric test. Psychometric test are timed exercises that examine the candidates abilities and potential.

HR uses the personality assessment tool that is designed to find out more specific things about you. Role plays/situational exercises- this tool is designed to assess how the candidates react in certain situations, this will help to highlight the candidate may be given facts and figures to review or a report to complete; hr may also have an assessor acting as a customer or employee to simulate a situation that could occur in the workplace.