

The staffing process essay example

[Business](#), [Management](#)



\n[[toc title="Table of Contents"](#)]\n

\n \t

1. [Activity 1: Preparation of a timetable](#) \n \t
2. [Activity 2: Put together an applicant’s pack](#) \n \t
3. [Activity 3: Undertake internal preparation](#) \n \t
4. [Activity 4: Advertisement of the post](#) \n \t
5. [Activity 5: Short-listing](#) \n \t
6. [Activity 6: Interviews](#) \n \t
7. [Activity 7: Decision-making](#) \n \t
8. [Activity 8: Recruitment and training](#) \n \t
9. [Works cited](#) \n

\n[/toc]\n \n

Activity 1: Preparation of a timetable

The timetable will act as a direction that will show when all activities need to be done during the four-month period . It will show how much time each task is expected to take. Preparation of the timetable will take the first two days of the process. The timetable will be made by the Cancer Program Director (CPD), in consultation with the Human Resource (HR) Manager.

Activity 2: Put together an applicant’s pack

The CPD and Hr manager will sit together and come up with an applicant’s pack, which will contain an outline of the job description, personnel specification, application form, monitoring form, and the interview dates . This pack is meant to direct interested applicants on what is expected of them. The pack will be prepared within the first three days of the process.

Activity 3: Undertake internal preparation

Internal preparation activities involve choosing the short-listing and interview panel, training the said panels, briefing of all the staff who may be contacted by applicants on all the important details, and setting up a paperwork system for the whole staffing process . This activity will be the responsibility of the CPD, and it will involve the department manager whose department has the vacancies, the HR manager, and the Administrations Manager.

Activity 4: Advertisement of the post

The CPD, HR manager, and Administrations Manager will meet to decide the best medium to use for advertisement of the available posts . Advertisement will be carried out for a period of three weeks. The adverts should carry all the information contained in the applicant's pack, plus some additional information about the organization.

Activity 5: Short-listing

The CPD, HR manager, and the rest of the short-listing panel will come up with a proper short-listing method during the fourth and fifth weeks of the process. The CPD will direct them on how to go about it. The short-listing process is meant to evaluate the applications that have been received by the deadline, and narrow them down to the applicants to call for the interview . The CPD will ensure that the shot-listing process is done with utmost integrity and honesty.

Activity 6: Interviews

The interview panel will undertake interviews starting from the sixth week, immediately after the short-listing process. The CPD will be liable for

ensuring that the process is carried out properly, and all candidates are interviewed in the set standard manner . This process will take three weeks, since there will be a first, second, and third interview.

Activity 7: Decision-making

A scoring system will be used by the interview panel to evaluate the various interviewed applicants. The HR manager and the CPD will also be actively involved in this process. Once the panel determines who the best people to fill the posts will be, the finalists are called and informed of the decision . This is followed by a written offer being sent to them via email and snail mail. Decision-making will take a period of one week. The finalists will then come in to sign their contracts and letters of appointment the following week. The other unsuccessful candidates are then informed that they did not make it during the same period .

Activity 8: Recruitment and training

The selected candidates come into the hospital during the first week of the third month for the recruitment process. The CPD, HR manager, department manager, and Administrations Manager will be directly involved during this process. The new employees are given proper orientation of the establishment, and training on their respective jobs is undertaken . This process will take up one and a half months.

Works cited

Goyal, Sanjeev. Hospital Administration And Human Resource Management 4Th Ed. New Delhi: PHI Learning Pvt. Ltd, 2005. Print.