

# Recruiting and ad

Business



Recruitment Plan: Product Review Technician for Marvel Worldwide Inc. Katia Gonzalez Dr. Ericka Tillman Human Resource Management 01/20/13

Designing an effective and efficient recruitment process is a cornerstone of success for any Human Resource Manager.. Invest in the “ right” annuity, stock plan, or real estate and you are rewarded with a handsome financial return year after year. Invest the time and effort into developing, delivering, and improving a recruitment process and you will have a constant flow of quality candidates. Recruiting is a time-intensive process that requires diligence and attention to detail. This paper will outline the basic formulaic approach to filling an ideal creative job position with an impressive consummate professional that will pay handsome performance dividends to the company for years to come.

## II. Timeline

The general timeline will move backward from the search start date to the selection of candidate, and finally to the candidate hire date. The Recruitment Plan will encompass a 10 week process that spans the following elements in chronological order:

- A- Initialize Recruitment Process with stated Human Resources (HR) Search Objective.
- B- Develop Materials and Advertisement highlighting the Candidate Search.
- C- Organize for Candidate Inquiries and Applications.
- D-Pre-Screen Candidates and Review Highly Qualified Candidates.
- E- Narrow Candidate Group and Schedule Interviews.
- F- Conduct Interviews and Post Interview Assessments of each Candidate.
- G- Select Candidate, conduct pre-hire screening and develop a contingency candidate list.

## II. Plan Elements

A- Initialize Recruitment Process with stated Human Resources (HR) Search Objective.

Develop a concise statement to define the process and goal. Summary Statement for the Candidate search: Marvel Worldwide Inc. is expanding their creative universe with the addition of an energizing professional Product Review Technician for the Comic Book Division.

B- Develop Materials and Advertisement highlighting the Candidate Search. It is extremely important to assess the strengths and weaknesses of your competitions

recruitment process and advertising strategy. Development of a unique strategy with an intrinsic call to action is the goal. Summary of Ideal

Candidate Advertisement:

### JOB ADVERTISEMENT

Product Review Technician

Location Western Suburbs, Telecommute

Excellent Prospects for Advancement with an Industry defining organization.

We are offering excellent opportunity for an enthusiastic motivated Product

Review Specialist to get their career off to a positive start. You will join our

Creative team and have a range of duties and responsibilities including

Quality Control and Product Synergy within defined parameters. The ongoing

challenge of improving and streamlining our Creative department will require you to work and communicate closely with other members of our team.

You will need excellent editorial skills, analytical skills, superior computer literacy along with strong interpersonal and communication habits.

Please email your resume to:

<https://assignbuster.com/recruiting-and-ad/>

### C- Organize for Candidate Inquiries and Applications.

Decide upon the scope of publication for the current Candidate Search.

Prepare an efficient and adequate applicant processing plan that is designed to create a short list of qualified candidates based on a qualifier pre-screening criteria. All Applications will be screened based on the following: Educational level, Editorial Experience, and Product Knowledge/Aptitude.

### D-Pre-Screen Candidates and Review Highly Qualified Candidates.

Applicants are sub divided and grouped based on qualifier procedure. Highly qualified and skilled applicants receive a complete resume review including reference verification, verification of educational back ground and preliminary work history review.

### E- Narrow Candidate Group and Schedule Interviews.

Applicants that are most qualified are contacted and scheduled for formal interview. Interview objectives are established and applicant testing/coordination exams are scheduled to correspond with interview schedules.

### F- Conduct Interviews and Post Interview Assessments of each Candidate.

Schedule ample time for each candidate. to receive a thorough vetting process. Follow a standard guideline for the process: Introduction, Question and Answer, Management Quorum with Candidate, Benefit Package/Pay/Promotion, and Qualitative Candidate Testing to include General Aptitude product knowledge battery, written editorial summation quiz, 500 word creative writing challenge.

### G- Select Candidate, conduct pre-hire screening and develop a contingency candidate list.

Notify all Interviewed Candidates in Writing, Notify selected Candidate by <https://assignbuster.com/recruiting-and-ad/>

phone at least three weeks before projected start date. Establish Pre-Employment checklist for the selected candidate including all relevant documentation and background checks. Retain a contingency list of qualified candidates in case the selected candidate with draws from consideration.