

# Working with and leading people

Business



RECRUITING AND SELECTION Academic Introduction Recruitment and selection process require the participants applying for a job to produce of proper documentation during the process. An individual needs to provide an identification card showing that he or she is a citizen belonging to the country at hand (Abdullah & Jin, 2015: p. 334). Educational certificates showing the courses done in the line of marketing sector is necessary for the process. Participants need to produce the documentation that shows their real abilities in communication skills. The process of generating individuals to participate in the process requires the attention of public media ways (Nikolaou, Bauer & Truxillo, 2015: p. 80)

Advertisement prior the recruitment and selection process should be made on the televisions, magazines and social media networks such as Facebook. This strategy will create awareness to the unemployed population in the country that is interested in seeking application opportunities for a job in the marketing area (Chapman & Mayers, 2015: p. 32). I would filter the applicants as per the level of knowledge and experience they have acquired in the past. The filtering is based on the experience they got in working in any office of the press. Also applicants with excellent writing skills and learned to a standard degree are the need for the selection process.

Recruitments process involves identifying vacancies and opportunities in departments to create a new position so that new candidates selected in the hiring process is replaced. The examination should be conducted to find out the availability of a gap in the office of the company (Newton, Chandler, Sayer & Burke, 2015: p. 27). The irrelevant tasks need to be removed from the transferred department. Developing a position description such as formulating interview questions and evaluations, identifying duties and <https://assignbuster.com/working-with-and-leading-people-essay-samples/>

responsibilities is necessary. The process enables the formulation of performance objectives and goals for the organization. It is also essential for career planning and training of candidates because it presents clear differences between the level of responsibilities and competencies needed for the operation of the company.

The pay information needed to be outlined to enhance the improvement of the job description. Recruitment plans help in posting requirements, placements of goals and resume banks that assist in recognizing qualified candidates. Hiring manager should find the workers within the organization who have no connection with applicants in the process. The position should be dispatched to the career spot so that recruitment plan will be implemented. Once the process of posting the jobs online has been posted candidates should apply through UCR job board.

Leaders perform the role of motivation in organizations so that they can achieve organizational objectives. Leaders may do this by rewarding individuals who have done extra tasks apart from the routine time required for job attendance. A leader of the organization should emphasize on the use of modern technology to reduce time wastage and improve the production process of the organization. In addition, the manager will ensure that the candidates selected in the recruitment process have the necessary abilities and qualification that will make the organization achieve its objectives (Frosch, Harhoff, Hoisl, K., Steinle & Zwick, 2015: p. 17). The administrator can also create motivation by ensuring that some housing and transport allowances are given to the candidates.

Group dynamics and team types are important since it gets the recruitment and selection process to end faster. It is through the group cooperation that <https://assignbuster.com/working-with-and-leading-people-essay-samples/>

the candidates with the required qualification are selected to help an organization achieve its goal. Every member working in a team is expected to perform their part that, therefore, leads to effective team performance. Performance management should ensure that the candidates selected from the recruitment process are given rules and the daily routine tasks that should be performed in the organization. The organization should also provide the employees information about their level of performance effectiveness.

#### References

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