

# Case study analysis rough draft

Education



Case Study Analysis Paper (Rough Draft) Case Study Analysis Paper (Rough Draft) How do you make sure that you are prepared early so that you are not running around at the last minute? Many people work at different skill levels and also can handle pressure differently. In order to ease the process it is usually better to keep ahead by preparing the things that are needed in advanced rather than waiting till the last minute. Knowing these types of skills also allows for people to work with less stress since they do not have to meet a deadline so quickly and have time to fully research what is needed to be done.

The Situation In early April the 15 candidates were hired to work for the Operations Supervisor by one of the new recruiters. At this time the recruiter had six months experience at this job and no previous recruitments done for the company. The recruiter was not working with another recruiter that had more experience at the time to help with this process. Once the 15 candidates were hired he scheduled a new hire orientation to be held on June 15th as to make sure the new hires would be ready for work in July.

A little over a month after the 15 candidates were hired the Operations Supervisor contacted the recruiter about all the information, paperwork and other necessities that needed to be done such as drug test, physicals, etc.... The recruiter gave assurance to the Operations Supervisor that everything would be handled by the time the orientation would be held on June 15th. The recruiter waited until after Memorial Day to check the records for the new hires to see if their applications were complete and if they had done the mandatory drug screenings and most had not been done.

The recruiter then checked for the paperwork that would need to be given to the new hires in around 20 days and there were only three manuals all of which were missing pages making none of them complete. Once this was all the seen the recruiter went on a walk to clear his head and then returned to the office. He went to check on the scheduling of the conference room where the new hire orientation is to be held since he saw that one of the employees fromtechnologyservices was setting up computer terminals.

The schedule showed that the conference room was booked for the whole month for training seminars on the new database implementation that was going to occur. The recruiter is not sure what to do at this point since everything appears to be going wrong and the new hires would not be able to have orientation on time nor will they be able to start by July. Analysis 1: Correcting the problem At this time the recruiter is not sure what to do in order to fix all the problems that have arisen since there is such little time left to the deadline he had set.

The wisest decision would be to separate the problems and then take them on one at a time. As far as the conference room situation goes the recruiter can speak with the person that is going to be holding the seminars to see at what times they are to be held. If there are some gaps in between the seminars it can be seen if the scheduling of the orientation would be affected or not. Also if there is a particular day that the seminars would not be taking place the orientation can be rescheduled for that day. The new hires that have not completed all the necessary paperwork or drug tests would be the next point issue to handle.

The files would need to be reviewed to see who is missing what paperwork or tests so that they can be contacted accordingly and be given a deadline to complete it all or they will not be hired. In doing this it allows for the follow to seem more personal since the records are being looked at individually and also puts a sense of urgency in the new hire to get it all done. This would also allow the recruiter to contact the new hires with the date of the orientation if it has changed or just to give a reminder of the date if it has not changed. The final problem of the orientation manuals not being complete is next problem to work on.

From the three manuals that the recruiter does have he should review each to see what pages are missing from one and see if they are available in one of the others. If all three manuals together can make one complete manual then copies can be run off of all three accordingly to be pieced together to make one manual. Once there is one complete manual then other copies can be made. If the manuals cannot be pieced together to make one then the recruiter would need to contact his or her supervisor to see how to obtain new manuals and the time frame that it would take to get them in.

This would allow him to see if the orientation would need to be rescheduled or not due to the time it will take to get manuals for all the new hires. From this point on continued follow up of all the new hires paperwork and drug tests would need to be done to make sure that they will be done before the orientation is held. Following up of the conference room schedule would also need to be done to make sure that there is nothing else newly scheduled that may have interference with the orientation.

The final detail that would need to be followed up on is the status of the operations manuals being ready by the date of the orientation, such as checking with who is making them and if they are running behind or if everything is on schedule. Analysis II Proper Procedure There are many different aspects that would need to be revised in order to make sure that issues like this can be avoided in the future. Proper supervision of procedures is one the major aspects that would need to be looked at first.

Since the recruiter was new and it was the first recruitment they had done another more experienced recruiter could have shadowed the process to make sure that everything is done correctly. Shadowing would allow for the new recruiter to put to the test their training and if there are points that are not done right it can be caught early. This makes for better teamwork as well as a confidence building situation for the new recruiter. During the hiring process the new hires should be given deadlines to have all of their applications and other necessary paperwork completed in order to continue processing them as a new hire.

The same should also be done with the drug testing, rather than giving them till the orientation date they should have a date within 30 days to complete it so that if they don't they can be given a little more time or there would still be ample time to hire a replacement if needed. With these deadlines in place it has the employees take the time needed to get the tasks done but also does not give them excess time to procrastinate on the getting them done. As far as the orientation paperwork situation goes the recruiter would need to check how many are available right after hiring the employees to make sure that there would be enough.

With this being done early then the recruiter would be able to contact the Operations Supervisor with plenty of time to let them know that they are short on the manuals necessary for the orientation. Checking this also allows the recruiter to stay on top of ordering the manuals so that there will always be some in supply as and would only need to order more to replace the ones that are going to be used. Conclusion The best solution that was presents was from the second analysis.

This solution sets the goals of the company to not only train their employees better but also to promote teamwork in order to increase accuracy in the way that jobs are done. With the shadowing being done the more experienced recruiter could have had the newer recruiter set up the deadlines for the new hires, as well as how, where and when to check on the paperwork that is needed for the orientation. The communication on how often to check the scheduling log for the conference rooms could have also been brought up. The better the training and teamwork the better the situation turns out.