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Procedural Manual BY YOU HERE HERE Procedural Manual Project Proposal

Under Section IV of I as related to the goal of improving organizational communication between members, there is a regulatory-based and cultural component to new human resource practices. Specifically, the process of establishing a new recruitment interview process that improves skills applications using business modeling software. These procedures include setting up a process for delivering the materials to the individual working with the software and the role of the human resource facilitator in the pursuit of identifying top talent with skills that fit the business goals. Software training is a main component to developing talent within the business and this new regulatory-based and strategic method of building human capital should also extend into the recruitment process. In essence, actions speak louder than words. Identifying key topics Mapping must be included in the proposed method of understanding how human resources managers are able to deliver important software learning. This can be accomplished by discussing with HR leadership their own job role (interview) and then identifying with the information systems technology department and supports and maintains these systems. It is necessary to understand the inter-linkages between these two support divisions so that accurate mapping of the activity is provided in the final copy. Auditing of identified information or perceptions of job role should be included in the process and also included in the final copy regarding software integrity as related to individual scoring on the final results of the skills competency test. Expert support is required only if the environment does not sustain enough technical job knowledge that might include external consultants if the role remains unclear, therefore acting as a benchmark for best practice. This might change attitudes of the

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HR recruiter after being presented new step-by-step methods for implementing this training, however the goal is to improve understanding of job process so that others can manage the role effectively in the event of the departure of the current HR worker. It should guide all future recruitment in terms of skills identification through technology regardless of who holds the HR position.

3. Procedures Manual Outline

- i. Ensure that the recruited candidate clearly identifies their software capabilities prior to launching a skills development session, thus draw out questions such as having the candidate identify their knowledge of key software systems not necessarily listed on their resume one is using for reference.
- ii. Tangible production of supplementary skills development tools. The candidate should have provided notebooks, procedural guidelines related to software, and full knowledge that this is a skills assessment test designed to measure competency and also their fit in the organizational technologically-minded culture.
- iii. Time the client for 1 hour delivery as expected by the training period. Ensure the client does not exceed this time frame to ensure reliability for each testing candidate. The goal of this measure is to ensure that there is a consistency of results that can help the HR manager or other business assessor gain a median skills profile ratio so that new training can be introduced.
- iv. Have the client discuss the results of the testing procedures and offer a short opinion survey about its benefits.
- v. Compare the candidate assessment of the training effectiveness or value and measure it with test scores. The goal of this assessment is to determine whether the candidate will maintain a realistic self-view or whether they will “blame” the software for their poor scoring (if applicable) so as to help the business leadership realize whether the candidate is a quality match for the needs of the business and would

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operate successfully in a deadline-driven and accountability-driven environment. vi. Secure the results of the test score and the opinion survey (or other chosen instrument) together and place in a recruitment file for later review by business professionals. For liability purposes, this will ensure all mandates regarding recording are recognized and the file can be easily located by other personnel with authorization to view these files. vii. Document the final test score in the appropriate ledger with the demographic profile of the candidate and other factors that identify a unique candidate profile. This ledger also acts as a quick reference tool for business leadership and marketing when it comes to advertising new candidates. viii. Repeat the procedure for the next candidate scheduled for interview. Pay special attention to the testing outcomes and always compare to the previous results as a base for drawing logical conclusions about best fit competence for the culture.