

Recruitment plan and strategy essay samples

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Assignment 2: Staffing Organizations- Part 2

Introduction

The process of coming up with a recruitment plan is not an easy job, but it is an important thing to business strategy. There are very many steps that are key in the formulation of a recruitment plan, and they include the creation of the communication message and medium. This paper describes the method of that are used for selection of staff in the s shop and also describes KSAOs predictors of the applicants.

My recruitment plan and strategy will first formulate the budget that I will use for recruitment. My budgets have a hiring of five full time store managers and 15 part time coffee server and these employment gaps are required to be filled in this business. For this recruitment process to be a success, I will ensure that I put job qualification for the applicants and the job analysis for the gaps in employment in these coffee shops. This information that I will put will help potential applicant to know what they are required and qualification for these opportunities and also be helpful to the KSAOS that will be used later as predictors (Dessler, 2000).

My plan to attract customers and employees is through designing a website for this business which will showcase the product we offer how we pay our employees and the criteria for recruitment. I will not forget to address the business expectation to our employees.

I plan to put my advert on employment on the local newspapers and local television so that I can reach the targeted group of applicant who are the young men from college. I will also ensure that I put the advert on various

job advertising website so that I will increase the number of applicant through the advert reaching many individual (Dessler, 2000).

The outsource of recruitment agency will also be in my plan for the position in which I think the internal recruitment will not be able to meet. This is because this business is still young and it might not be able to meet the recruitment budget for a managerial position hence external source becomes the best alternative.

Communication Message

My message that will enable me to attract the applicant of coffee servers and managers will be very realistic. The goal of being realistic that I will establish by explaining in my message the business that these workers will be involved in the day to day operation. The business is one that serves coffee to client hence our slogan will be visit Washington coffee for number one quality coffee.

This business is located in Washington dc. We provide a very conducive environment for family members who want to enjoy their free time having coffee. Our staffs are always committed to ensuring that our customer satisfaction is key to their hearts. We are always committed to making that you feel at home through ensuring there is a flat screen for entertainment to our customer and also making the be updated about the event taking place around the globe. For the customers who are lover of the internet we also cater for your need by providing free Wi-Fi.

We treat all our staff well and encourage them to be more innovative to make this business be the number one destination for the public of Washington. When our employe comes up with a good idea he is rewarded

and the idea is posted in our website and business journals.

There are job opportunities in these great coffee shops in the position of managers, coffee server, and store managers. Apart from the high salaries that we offer to our employees there is compensational package that include Vision and health care. These compensation packages are given to the employees after the statistic of labor of an employee for the first thirty days is monitored (Pynes, 2013).

Communication Medium

The communication Medium for these recruitment adverts will be used of Job advert website. The job advert websites are seen to be the best methods of passing this recruitment, method as most of the job seekers will always try to access them to get notified of the available opportunity. In our case of the coffee shop, the method is seen as effective since the targeted groups for recruitment are the individual who is looking for jobs. The effectiveness of this method is that when the individuals get this message they would want to try their luck and from these will increase the numbers of applicants will be very high hence the recruitment agency will have opportunity to recruit only the best. The method is effective as it will enable the recruitment agency to reach a targeted group and also ensure that the number of applicants is high (Pynes, 2013).

Selection process

In my selection, I will ensure that I follow all the procedure that I am required to follow and also write short notes on why the applicant were appointed or not appointed for the job position. For an applicant to be successful and to

get the job, he must have met all the qualification that was stated in the advert of the job application. I believe that giving each and every applicant a chance to be interviewed will ensure that the applicant chosen for various position fit best in these positions. I will ensure that each applicant picked for a particular position knows well his responsibility and also he is aware on the rewards that he will get from these responsibilities. The rewards given will consist of wages per hour and compensation benefit as it was stated earlier in the communication method.

Initial substantive assessment method to select external candidates' for position

The first substantives assessment that I will apply when selecting the candidate, for example, the position of the store manager is he/she should be willing to work in the position of store manager for at least four years. It is evident that plans for this manager can change, but he/she should give illustration that may make him/her to leave before this period is over. From the answer that the applicant will give I will be able to award marksd1-5. For an individual to get the five marks, he must show good problem solving skills and also how willing the employee is willing to be trained and enhance his/her efficiency in relation to customer services(Whitman, 2013).

The predictors which will be used to assess KSAOs

I will use the background checks so as to know if the applicant was sincere and gave true information about his earlier work experience and education in the field of profession he used in the application. It is always evident that some applicants would give false information so as to get higher position and high pay . Through contacting the referees given, I will be able to know if the

information presented by the applicant if it is true (Whitman, 2013). Another thing I would do is to contact the previous employer of the applicant on how long the applicant stayed in his job and from that I will be able to determine how long the applicant may stay in their jobs.

During the time of the interview, I will ensure that the applicant is always talking so that I will be able to know the person that this applicant is. The conversation in an interview between me and the applicant will answer all my question so that I will be able to make the right decision. I will come up with the KSAO through knowing the personality of the applicant and also evaluate their past work history.

References

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