

# Case study analysis argumentative essay



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For most of us, a new job or career is very taxing. The transition a new employee makes and the new employee training received is crucial. A new career needn't be traumatic.

If you know your job responsibilities, make a plan and then do your appropriate daily follow-up, your transition into a new workplace will be that much less demanding. Lack of communication at any workplace makes for catastrophe. When lagging communication between departments and employees lags, the state of business suffer. The key to effective communication is being timely and relevant. Too much information could be disregarded when given the opportunity. Not enough information could be seen as room for scrutiny.

Take for example the Case Study for Student Analysis. In this selected paper, one notices an immediate lack of timely communication going on between Carl Robbins, the new campus recruiter and Monica Carrolls, the Operations Supervisor. Assumption is being made by Monica Carrolls that Carl Robbins knows what he is doing, and the protocol that follows a new hire orientation is being followed. The lag time from new hire interview to actual orientation is visible. New employees were hired in early April and not until the middle of May did Monica consult her new recruiter on the current status of the employees. This is over a month that critical follow-up was needed with the new campus recruiter.

Perhaps if there was a set schedule in place that Carl was given as to a timetable, important records and documentation that needed to be completed would not have been overlooked. These documents are

mandatory for an orientation to take place. Procrastination or a lack of clearly defined priorities may have been factors in why Carl waited until after Memorial Day to pull files and take a look at the new hires current status. This allowed only one week for odds and ends to be completed before the actual orientation was to take place on June 15th of that month.

The inconsistency on timely follow-up and effective communication between Carl and the Operations Supervisor resulted in unacceptable business practices. Perhaps another assumption being made by the Supervisor is that all recruiters know what to do and that the work that they do is the same at each job site. Policies and procedures aside, timetables must be set up for appropriate and effective operations to occur. It is a standard policy that all employee files need to remain locked up due to sensitive and personal information in each employees file. When Carl went through the files after Memorial Day, he discovered the orientation manual had several pages missing from each. One must ask themselves, were the files locked up or did someone have access to these manuals and took the valuable information from the office.

It seems that Carl did not go through the files for over month and anything could of happened. An effective system was not set up for a double-booking to take place in the training room where Carl's orientation was to take place. The system was broke. Joe, from technology services had also booked the room for the entire month. How does this happen? Was there more than one place to book rooms? A disorganized and unrecognizable schedule book and booking system was put in place.

This needs to be corrected immediately to prevent any further mishaps between departments. There are some alternatives Carl can implement immediately for the orientation to take place on the prescribed date. First, another room could be set up or a room could be booked at a local hotel. This would be costly to ABC Inc. , however, a lesson in organization would take place for the supervisors. Secondly, all personnel files need to have a lock installed or if they already have one mandated that they must be used at all times.

Lastly, a thorough checklist could be attached to each employee file and follow-up could be conducted by Carl, his assistants if he has any, and his immediate supervisors. This would allow accountability to all parties involved and the necessary timetable needed for the required paperwork. This would allow Carl to hire employees at a retainable rate and at the same time, stay organized. Employees are the most important resource in a business. Without them, work would not get completed and business would not grow and profit. How we take care of them from the beginning, at the orientation process is critical in retention.

This is the snapshot you give the employee on how your business runs and operates. Thorough organization and timely follow-up is the key to successful staffing and retention Word count 775