

Why is it possible?

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Tiny Prints  
You have 3 minutes...

In your group, write in 3 minutes  
you can find going on the  
cases and why we should do it  
this.

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# Recruiting and training employees

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## Recruiting Employees

- Recruiting
- process of developing qualified applicants who are best fit for the job.

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### Recruiting Employees

- Internal
  - Looking inside the organization for employees to be promoted to higher positions
- External
  - Looking outside the organization for prospective employees

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### Interviews: A Mixed Model

- Interviews are a mixed model combining both internal and external recruiting techniques
- Internal to both parties
- Interviewing goes well, the interview could become a job offer
- If the interview goes poorly, it is still something a person could go on their resume
- Recruiting possibility in the presence of a job offer after graduation

## The Selection Process

- Support the Selection Process
- 1. Gathering information about the applicants
- 2. Evaluating the qualifications of each applicant
- 3. Actual decision: which employee will be hired by the employer

### Basic Selection Criteria

- Education
- Experience
- Skills and Abilities
- Personal Characteristics
- Attitude for the job

### Popular Selection Techniques

- Unstructured interviews
  - Interviewer asks a series of questions that are not predetermined
  - Interviewer asks questions that are not predetermined
  - Interviewer asks questions that are not predetermined
- Structured interviews
  - Interviewer asks a series of predetermined questions
  - Interviewer asks questions that are not predetermined
  - Interviewer asks questions that are not predetermined

### Employment Tests

- Employment tests are used to predict job performance
- Employment tests are used to predict job performance
- Employment tests are used to predict job performance

### Activity

- Activity
- Activity
- Activity

### Employment Tests

- Employment Tests
- Employment Tests
- Employment Tests

### Work Simulation

- Work Simulation
- Work Simulation
- Work Simulation

## Personal Interviews

- Structured Employment Interviews
  - Interviewer works from a list of standard questions
  - Standard questions are asked in advance
  - Interviewer works from a list of standard questions
- Unstructured Employment Interviews
  - There are no predetermined questions
  - Interviewer asks about a specific situation

## Errors in the Interview

- First Impression Error
- Contrast Error
- Similarity Error
- Nonrelevance
- Time Interviewer

## Other Selection Techniques

- Reference and Recommendation
  - Interviewer asks for a recommendation
  - Interviewer asks for a recommendation
- Legal Liability
  - Interviewer asks for a recommendation
  - Interviewer asks for a recommendation

## The Selection Decision

- Multiple Selection
  - Interviewer asks for a recommendation
  - Interviewer asks for a recommendation
- Legal Liability
  - Interviewer asks for a recommendation
  - Interviewer asks for a recommendation

### Selection Decision

- Selection Decision
- Selection Decision
- Selection Decision

## The Selection Decision

- Selection Decision
- Selection Decision
- Selection Decision

### Legal and Ethical Issues in Recruitment

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## Training and Development

- Training
  - Provide employee learning
- Development
  - Training the skills needed for both present and future jobs
- Work-based programs
  - The training and development activity

## Training and Development

- Apprenticeship
  - Involve both on-the-job training and classroom instruction
- On-the-job Training
  - Learn the job as the job
- Off-the-job Training
  - Involve the job as the job

## Training and Development

- Management Development
  - Involve generalist training for future managerial roles and positions
- Organizational Development
  - Improve the organization's overall performance through planned interventions
- Operational Learning
  - Learn from past mistakes and apply to the environment

## Evaluating Training and Development

- Purpose is to assess the effectiveness of training and development programs
- Purpose is to assess the effectiveness of training and development programs
- Purpose is to assess the effectiveness of training and development programs

- Examples of training and development programs
- Examples of training and development programs
- Examples of training and development programs

Questions?

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## You Have 3 Minutes...

In your group, sell to us why you are the best group in the room and why we should hire you...

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# Why do you work?

- 1) Income
- 2) Job Security
- 3) Promotions & Opportunities
- 4) Benefits
- 5) Challenging Assignments

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  - 2) Job Security
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  - 5) Challenging Assignments

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# Recruiting Employees

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  - process of developing qualified applicants who are best fit for the job.

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Goals to the Recruiting Process

- Increase the size of qualified candidates
- Increase a pool of qualified applicants who are interested in your organization
- Increase the number of qualified applicants who are interested in your organization

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# Goals to the Recruiting Process

- Optimize the size of qualified applicants.
- Generate a pool of qualified applicants who are interested organization.
- Process should give candidates honest opportunities.

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## Recruiting Employees

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# Internal Recruiting Methods

- Job Posting
- Supervisory Recommendations

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