Your Name

Instructor Name

Course Number

Date

Recruiting and Selecting

**Job Title**: Additional Web Developer

**Company Name:** Smart Solutions

**Location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Work Schedule:** Typically, the additional web developer will be working during the normal office hours as per the convention, 9 am to 5 pm. The workdays will be Monday to Friday.

If there is a load of work, or the primary web developer is absent due to any reason, the additional web developer will be expected to fill in his place. Additionally, to work for clients in other time zones, we will expect him/her to adjust his/her workload and timings in order to meet the deadlines and the working hours in a month.

**Job duties:**

* Code writing in one or more programming languages, such as C++ or JavaScript
* planning and prototyping of new and latest applications
* decision taking on the relevant technologies and languages for a new project
* test sites and applications in different browsers
* fix bugs in existing projects and applications
* testing of new features and programs to ensure their performance
* review code of all the employees in the workplace
* building of Application Program Interfaces (APIs) to exchange data sets across applications
* research Open Source projects and presenting ideas for their innovation
* meet web designers, developers and office staff for updates
* attendance with informative speeches at web development conferences and workshops

**Desired qualifications:** Associate degree in Software Engineering with a plethora of skill sets regarding web designing and development. Knowledge of SEO and social media marketing will be appreciated.

**Recruitment strategies:** A broader job vacancy with a shorter time to hire will be focused up. The employee referral program will be given importance. Open communication with the candidates throughout the process will be maintained.

**Selection Process:** Pre-screening and on-site interviews will be done after the initial examination, which will test the candidate's skills. Background and reference checks will also be done to predict future behavior in the working place. (Brody)

# Works Cited

Brody, Richard G., Frank S. Perri, and Harry J. Van Buren. "Further beyond the basic background check: Predicting future unethical behavior." *Business and Society Review* (2015): 549-576.