Name:

Professor’s Name:

Subject:

Date:

Xerox Staff Essentials interview

I visited Xerox and interviewed Sumit Jaiswal interview on staff essentials.

At Xerox, the human resources manager prepares the job analysis, job description, and job specification since they are all about the employees and are job-related. The process involves an employee’s input at the end since they have to undertake all their duties as outlined.

In the event of recruitment, Xerox spots the need for a new position or act based on available vacancy. As a result, recruitment starts within the company because there may be employees who may be willing to take on a senior role or take on different responsibilities because they are versatile. A job advertisement is posted for internal placement, and whoever qualifies can apply. In the event, the skills outlined in the job advertisement are not available within the organization; external recruitment is done. Xerox tends to use more internal recruitment because it intends to give its employees priority whenever an opportunity arises.

Xerox does pre-employment testing since it helps in getting complete information about the prospective employees. The potential candidates are tested both on their cognitive ability and personality traits, thus helping in making a quicker decision about the candidates.

Xerox has in place a diversity policy that provides guidance whenever a decision is to be made on matters of diversity. The institution has in place facilities that fit people despite their disability, thus ease of movement of those that are disabled. The company also provides room for those from different religions to attend their religious holidays whenever such a date lapse, thus a highly diverse workforce.

Xerox undertakes staff training to ensure the staff members are better placed to handle any new form of technology that may have been discovered and is likely to impact the market place. Through training, the employees also get a chance for personal development; thus, a critical motivating factor the employees.