HR Final Project

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# College Paper

# Planning for and Recruiting Human Resources

**Job Description**

The first and fundamental task of the human resource department is to analyze the requirements of the vacant posts in the company and develop a comprehensive job description regarding that post, which directly links to the ultimate goals and objectives of the company (LOMBARDO, 2017).

**Testing and Evaluation Process**

It is again the decision of the human resource department either to conduct the aptitude tests for a particular position or not. In order to get the right candidate for the right post, these tests should be reviewed and modified from time to time (Noe & Wright, 2007).

**The Interview Process**

The human resource department of a company must decide the personnel for interviewing for a particular vacancy. Some positions may require the manager, as well as the human resource person to conduct the interview process (Johnston, 2019).

**Selecting Employees and Placing them in Jobs**

**Process of Selection**

 The selection process involves multiple things; Reviewing the resumes of candidates, checking the tests and the references, and conducting the background checks in order to verify the precision of the provided information (Johnston, 2019).

 **Techniques for Conducting an Interview**

 There are various Interview techniques depending on the nature of the vacant position. Some of them are (Johnston, 2019):

* Non-Directive; the questions depend on the choice of the interviewer.
* Structured; the questions are predetermined.
* Situational; the employer explains a certain situation that may arise during his job and asks the interviewee about his decision.
* Panel; the interviewers include numerous members of a company.

**Testing methods**

 There are several kinds of tests for several positions. The company must classify these tests according to their requirements. Some of the test types include Physical tests, Aptitude tests, and Intelligence tests (Noe & Wright, 2007).

**Making a decision**

 The most critical and crucial part of the selection method is of making the final decision. The companies may conduct several tests on several stages, which will help them refine the candidates for a particular position. Finally, the company has to pick up the best candidate, and that’s the individual who has the ability to perform in a way that will help the company in achieving its overall goals and objectives (Johnston, 2019).

# References

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