Planning an Organization's Staffing Needs

[Name of the Writer]

[Name of the Institution]

|  |  |
| --- | --- |
|  | CapraTek |

Memo

|  |  |
| --- | --- |
| To: | VP of Operations |
| From: | [Your Name Here] |
| CC: |  |
| Date: | January 29, 2019 |
| Re: | Planning an Organization's Staffing Needs |
|  |  |

**Introduction**

CapraTek is a high-end technology company, which has been playing a leading role in the manufacturing and designing of computers, computer servers, and computer server parts. CapraTek has always kept quality and customer satisfaction at its top priority so that it can still provide the best to its customers and keep winning their trust. CapraTek always tries to remain ahead of its competitors and bring innovation in its products by using the high-end technology and production techniques.

 In order to expand its business and increase its customer base, CapraTek is planning to step into a new area where it would be launching a new product in the market. The new product comprises of a wireless system that will provide seamless integration of more modern home electronics and appliances capable of being controlled electronically by a single device. Our valued customers will be able to control multiple electronics and accessories by using the combination of only one device and a simple web-based interface. For instance, this device will control the systems of security, heating and cooling, lights, locks, telephone, home entertainment, computers, and gaming devices.

The manufacturing of the newly planned wireless system, Alfred, which is going to hit the markets very soon, is intended to be manufactured in a new plant that is in the planning phase and going to get operational in almost next six months. In order to meet the objectives and goals of the organization and fulfill the strategic growth needs of the company, I, as Head of Human Resource department, presenting a hiring plan keeping in mind the new manufacturing facility. This hiring plan will be beneficial for the company both in the area of cost efficiency and hiring of the competent staff for CapraTek, which will definitely take the manufacturing level higher and allow the company to focus on more strategic goals like increasing the sales.

**Discussion**

 As the tech giant, CapraTek is planning to step into a new area and preparing to launch an entirely new product, which is a different from its normal area of operations it would require a new location for establishing a manufacturing plant of the products. In my opinion, the best site for such a manufacturing plant would be Silicon Valley in California.

 The recruitment for the employees in the new manufacturing plant is planned to be carried out in the following three phases:

* Phase I
* Phase II
* Phase III

**Phase I:**

In the first phase of recruitment and selection, the Human Resource Department of CapraTek is planning to recruit 100 employees. In order to achieve this objective, applications from 300 to 500 applicants, are scheduled to be invited, out of which, a total of 150 to 200 will be deemed appropriate and fit of the job. The training phase will follow after the selection stage, in which it is expected that only 100 to 120 employees will stay (Clarke, 2018). In this way, this will be the number of employees will be completed in the first phase of recruitment.

**Phase II:**

The second phase of the recruitment will be initiated after three months once the manufacturing plant resumes its operations. The same procedure will be followed as Phase I, only the number of employees finalized in this phase will be decreased to 75-80.

**Phase III:**

The third phase of recruitment in the newly developed manufacturing plant will start once six months have passed since the plant has started working. Same practices will be followed as in Phase I and Phase II. The number of recruited employees will depend on the number of employees already working in the plant and the number of workers required. The number of employees needed for this phase will be decided after a careful analysis and assessment (Phillips, & Gully, 2015).

 The locations selected for the establishment of the manufacturing plant for this product is an ideal one for carrying on the manufacturing operations of such kinds. Silicon Valley is a place flooded with the tech giants, and many tech companies have their head offices in this area. Silicon Valley is also the best choice for such a manufacturing plant because the company can easily find the highly qualified and competent staff very easily (Pitti, 2018). The workforce found form this region will also have a plus point that they will bring high experience with them as well, which will add to the value of the company.

CapraTek plans to make its organizational culture more employee friendly and welcoming by making the policies more humanly which can connect more to the employees and give them maximum benefits. In order to attract more and more qualified, competent and experienced workforce, the Human resource department of CapraTek plans to keep the culture of the company as much diverse and healthy as it can. CapraTek will carry on its legacy of being an equal opportunity employer and would love to provide equal opportunities to both male and females to apply and work for the company. The company will also maintain a diverse culture in the manufacturing plant just like in its other offices and will recruit the employees without making any biases on the basis of gender, nationality, caste, color, creed or religion (Wong et al., 2016). The only preferred factor while recruiting any employee for the new manufacturing plant would be qualification and competence. In this way, CapraTek will fulfill its objective of becoming the employer of choice.

**References**

Clarke, J. H. (2018). Recruiting a Diverse LIS Workforce.

Phillips, J. M., & Gully, S. M. (2015). Multilevel and strategic recruiting: Where have we been, where can we go from here?. *Journal of Management*, *41*(5), 1416-1445.

Pitti, S. J. (2018). *The Devil in Silicon Valley: Northern California, Race, and Mexican Americans*. Princeton University Press.

Wong, C. K., Horn-Ross, P. L., Gee, G. C., Shariff-Marco, S., Quach, T., Allen, L., ... & Clarke, C. A. (2016). Strategies for recruiting representative samples of Asian Americans for a population-based case–control study. *J Epidemiol Community Health*, Jech-2015.