Title page

Case 2

Question 1

The students will start by researching on what is the exact job description of HRM instructor. The first step in this process would be to understand the role, responsibilities and duties of the HRM instructor. After researching and collection of information the students will try to create a job description by following an appropriate framework. They will adopt effective writing strategy for giving description of the job. They would try to share as much details about the job as possible and create perfect balance between information and elimination of irrelevant content. The focus of the students would be too cover all areas of the job description in a professional way.

The initial part in writing the job description is the creation of specific title that are effective and generic ones. They would adopt the strategy of using bold text and italics for making the JD more eye catching. One of the most important technique that they will need to adopt is to give the details in a concise manner which transmits compete idea of the job to the readers.

Question 2

1. Lists and options

Searching from the Internet.

Adopting the right SEO strategy.

Entering keywords like ‘HRM instructor, Administrating duties, scheduling and organizing’.

1. Gathering information

The process used by students will be to conduct search on the internet and find all relevant information that can be added in the job description. Adding relevant key terms such as ‘HRM instructor’ will open the required web pages.

Question 3

1. List of duties

The duties that HRM instructor will perform include;

* Teaching course in the subject area.
* Working with the employees who are acquiring degrees in HRM.
* Developing instructional plan.
* Planning lessons and assignments.
* Assessing students progress and identifying areas of weaknesses.
* Staying information about the technology and innovation that could impact employees performance.
* Advising employees and helping them in achieving goals.
* Conducting research and experiments to advance the knowledge of the employees.
* Supervising employees and offering support.
* Publishing research that follows the ethical guidelines and is free from plagiarism.
* Serving as academic administrators and reviewing recommend policies.

1. Job specification

**Job Title**

HRM Instructor

**Job description**

Will take the role of recruiting, training and supervising employees. This will include range of duties such as screening of employees, conducting interviews, performing background checks and monitoring.

**Responsibilities and duties**

The responsibilities include; teaching course in the subject area, developing instructional plan for employees, planning lessons, assessing employees progress and identifying areas of weaknesses, publishing research and serving as academic instructor.

**Qualification and skills**

Must hold a Masters of any specialized degree in HRM. Having experience of 5 years as HRM instructor in a well-reputed organization.

**Salary and benefits**

Will be paid monthly salary of $50,000. Benefits include healthcare insurance, annual leave and bonuses.

Question 4

The most difficult part of question 3a is to identify all the relevant and important activities/ responsibilities that HRM instructor will perform. It is difficult to write the job description in brief manner that highlights all duties required to complete the job.

The most difficult part in question 3b is to write an adequate salary that would be effective for attracting candidates. This require proper search for finding what is paid by the other companies to the candidates. Competitive market salary is thus important to add in the job description.

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