TOPIC; Managerial Communications

Description

Written Assignment 4 Employment Interviewing Strategy Scenario: You are the human resources director of recruitment for XYZ Enterprises, and you are charged with developing an interview strategy to be used to fill an open position (choose one of the following): Buildings and grounds worker Executive assistant Controller Public relations officer The organization adheres to strict affirmative action guidelines to ensure that the best person is hired for every position. A search committee of five appropriate employees has been formed. The committee will meet prior to scheduling interviews. Your tasks are as follows: After making a position choice, your first task is to create a table (with an appropriate title and caption) that details the employee’s job description. After creating the table, prepare a report for the committee meeting that fully outlines the employment interviewing strategy XYZ plans to use during the search. The written assignment essay should be between 1050 and 1400 words (4 to 6 pages) in length. The report should demonstrate mastery of the concepts in Modules 1 through 5, be written in the third person, and be presented without editorializing. Ensure that the job description table is properly anchored to the prose; that is, there should be a concrete reference to the table in the report. Prior to submitting your assignment, ensure that your entry is an analysis and not simply a summary of findings. The paper must be written in conformance with the citation formatting requirements of APA style, and all sources, whether directly quoted or paraphrased, must be cited in the text of your assignment as well as included on a References page. Applying APA style can be easily accomplished by using Word's “References” tab or by following the formatting requirements of APA Style. Note: This assignment is graded based on the activity specifications above using the Written Assignment Rubric. However, a report that is poorly proofread or copy edited (and thus that does not clearly articulate the thoughts of its author) cannot receive a grade higher than satisfactory (C+). Please review both the assignment description and the rubric carefully for the required details. Before Submitting Your Assignment Before submitting any of the discussion postings or written assignments, check the following: Carefully proofread your document and make any revisions to grammar, content, and style. With the exception of correspondence, professional reporting is prepared objectively in the third person to limit any possible author bias. Eliminate any vague pronouns from the composition (i.e., pronouns that lack concrete antecedents). Check tense, since most reports are written in the literary present to provide a sense of timeliness for the reader. Past tense is best saved for historical reporting, and future tense is appropriate when a report’s subject centers on a prediction. Ensure that any ideas that are not your original work (ideas you have taken from the work of others) are correctly referenced using APA citation format for both in-text and bibliographic entries. Evaluate the document to affirm that the topic of the submission directly relates to the subject of the course (i.e., managerial communications). An essay must clearly demonstrate competency of a lesson learned by including appropriate theory, concepts, and vocabulary. The object of the report—that is, the scenario, situation, or event—must serve as an example that shows the mentor that a lesson can be applied to the workplace. Self-check your work by methodically relating the grading rubric to completed work.