

Assignment 2: Staffing Organizations-Part 2 Worksheet

Due Week 10 and worth **280 points**

In order to complete this assignment, refer to the scenario that you chose in Assignment 1.

Note: You may create and / or make all necessary assumptions needed for the completion of these assignments. Use this outline to take your notes or to paste relevant points/facts from your research sources. Be sure to add the appropriate citation if you make notes from any outside source. Conduct your research of the main topics (see bold type below) and extract key topics, ideas, facts to support the development of your plan. Place your notes below each section and include the citation with each note. Finally, arrange your notes in a logical, supporting order. When you have completed your research, you can simply use your notes to write out your plan. Whenever you use information from your notes, you will already have the appropriate citation available. Rather than copying and pasting, use the main concepts of your research and then paraphrase those concepts in your own words.

Using the scenario from Assignment 1, write a six to seven (6-7) page paper in which you:

1. Identify **three (3) job requirements** (e.g., needed certifications, previous work experience, external influences, etc.) that could apply to your chosen scenario. *(Examine the job openings in your business scenario; then identify at least 3 key job requirements related to these openings. Briefly discuss why you identified these requirements.)*

A. Determine **two (2) ways** these requirements could impact staffing at your organization. *(Briefly discuss two ways the job requirements identified above will affect your staffing plan.)*

B. Next, suggest **one (1) strategy** that you could utilize to ensure that all applicants meet the identified job requirements for your organization. *(How will you ensure applicants have the job requirements? Can you measure applicant knowledge? Will you require them to demonstrate skills? Are their applicable certifications or degrees?)*

C. **Justify** your response.

2. Outline a **long-term recruitment plan** that contains at least **four (4) components**, is aligned with your company's recruitment strategy, but also addresses possible job skill or credential shortages. **Note:** *Consider concepts such as succession planning and hiring retirees. Consider your emphasis on internal vs. external recruiting, job posting, and individual development initiatives.*

3. Describe **three (3) branding strategies** that you would employ to attract qualified applicants to your organization.

A. Next, suggest **three (3) communication methods** that you would utilize to reach out to **applicants**. (Note: review your openings and compare these to the requirements you identified; next, consider the most effective way to reach potential applicants most likely to possess these requirements. Explain how each method will be most effective at meeting your needs.)

B. **Predict the outcome** of integrating your branding strategies and communication methods at your organization. Provide a **rationale** for your response.

4. Determine **two (2) selection processes** for recruiting new employees that could apply to your chosen scenario and then:

A. Identify **five (5) selection criteria** that you could use when hiring new employees.

B. Next, **analyze the effect** of the five (5) identified selection criteria on **long-term employee retention** and preservation of organizational knowledge.

C. **Justify** your response.

5. Suggest **two (2) assessment methods** that you could employ to select new employees for your organization and then:

A. Analyze the **validity and reliability** of each method in regards to the job your organization is offering.

B. Next, identify **four (4) job predictors** that you believe can assess candidates' knowledge, skills, abilities, and other skills and experiences (KSAO's).

C. Provide **support** for your rationale.

Use at least **three (3) quality sources** in this assignment. (one of these can be our text; any listed references must be cited within your plan where information from each reference was used. List each reference you located here in SWS format: References should be written IAW SWS – review the Strayer Writing Standards link in the left margin of our classroom.

Please Use this template
NO Running Head Required

Organizational Staffing Plan: Part 2

Name:

BUS335

Dr. Curry

Date:

Center the title on line one
of the first page in normal font no bold

2

Organizational Staffing Plan: Part 2

The purpose of this paper is

Discussion of Three Critical Job Requirements

Four Components of the Long-Term Recruitment Plan

Three Branding Strategies

Three Communication Methods

Predicted Outcomes

Selection Processes for Recruiting New Employees

Five Selection Criteria

Effect of Selection Criteria on Long-Term Employee Retention

Discussion of Two Assessment Methods

Validity and Reliability of Each Assessment Model

Identification and Justification of Four Job Predictors

DO NOT USE References

4

Sources

1. H. Heneman, T. Judge, & J. Kammeyer-Mueller. 2015. Staffing Organizations. Boston, MA: McGraw Hill

Grid View**List View**

	Unacceptable Below 60% F	Meets Minimum Expectations 60-69% D	Fair 70-79% C	Proficient 80- 89% B	Exemplary 90- 100% A
BUS335-A2-1 1. Identify three (3) job requirements (e.g., needed certifications, previous work experience, external influences, etc.) that could apply to your chosen scenario. Determine two (2) ways these requirements could impact staffing at your organization. Next, suggest one (1) strategy that you could utilize to ensure that all applicants meet the identified job requirements for your organization. Justify your response. Weight: 15%	0 (0.00%) - 24.78 (8.85%) Did not submit or incompletely identified three (3) job requirements (e.g., needed certifications, previous work experience, external influences, etc.) that could apply to your chosen scenario. Did not submit or incompletely determined two (2) ways these requirements could impact staffing at your organization. Did not submit or incompletely suggested one (1) strategy that you could utilize to ensure that all applicants meet the identified job requirements for your organization. Did not submit or incompletely justified your response.	25.2 (9.00%) - 28.98 (10.35%) Insufficiently identified three (3) job requirements (e.g., needed certifications, previous work experience, external influences, etc.) that could apply to your chosen scenario. Insufficiently determined two (2) ways these requirements could impact staffing at your organization. Insufficiently suggested one (1) strategy that you could utilize to ensure that all applicants meet the identified job requirements for your organization. Insufficiently justified your response.	29.4 (10.50%) - 33.18 (11.85%) Partially identified three (3) job requirements (e.g., needed certifications, previous work experience, external influences, etc.) that could apply to your chosen scenario. Partially determined two (2) ways these requirements could impact staffing at your organization. Partially suggested one (1) strategy that you could utilize to ensure that all applicants meet the identified job requirements for your organization. Partially justified your response.	33.6 (12.00%) - 37.38 (13.35%) Satisfactorily identified three (3) job requirements (e.g., needed certifications, previous work experience, external influences, etc.) that could apply to your chosen scenario. Satisfactorily determined two (2) ways these requirements could impact staffing at your organization. Satisfactorily suggested one (1) strategy that you could utilize to ensure that all applicants meet the identified job requirements for your organization. Satisfactorily justified your response.	37.8 (13.50%) - 42 (15.00%) Thoroughly identified three (3) job requirements (e.g., needed certifications, previous work experience, external influences, etc.) that could apply to your chosen scenario. Thoroughly determined two (2) ways these requirements could impact staffing at your organization. Thoroughly suggested one (1) strategy that you could utilize to ensure that all applicants meet the identified job requirements for your organization. Thoroughly justified your response.

BUS335-A2-2
2. Outline a long-term recruitment plan that contains at least four (4) components, is aligned with your company's recruitment strategy, but also addresses possible job skill or credential shortages.
Weight: 15%

**Unacceptable
Below 60% F**

0 (0.00%) - 24.78 (8.85%)
 Did not submit or incompletely outlined a long-term recruitment plan that contains at least four (4) components, is aligned with your company's recruitment strategy, but also addresses possible job skill or credential shortages.

**Meets
Minimum
Expectations
60-69% D**

25.2 (9.00%) - 28.98 (10.35%)
 Insufficiently outlined a long-term recruitment plan that contains at least four (4) components, is aligned with your company's recruitment strategy, but also addresses possible job skill or credential shortages.

Fair 70-79% C

29.4 (10.50%) - 33.18 (11.85%)
 Partially outlined a long-term recruitment plan that contains at least four (4) components, is aligned with your company's recruitment strategy, but also addresses possible job skill or credential shortages.

Proficient 80-89% B

33.6 (12.00%) - 37.38 (13.35%)
 Satisfactorily outlined a long-term recruitment plan that contains at least four (4) components, is aligned with your company's recruitment strategy, but also addresses possible job skill or credential shortages.

Exemplary 90-100% A

37.8 (13.50%) - 42 (15.00%)
 Thoroughly outlined a long-term recruitment plan that contains at least four (4) components, is aligned with your company's recruitment strategy, but also addresses possible job skill or credential shortages.

**Unacceptable
Below 60% F**

**Meets
Minimum
Expectations
60-69% D**

Fair 70-79% C

**Proficient 80-
89% B**

**Exemplary 90-
100% A**

BUS335-A2-3

3. Describe three (3) branding strategies that you would employ to attract qualified applicants to your organization. Next, suggest three (3) communication methods that you would utilize to reach out to applicants. Predict the outcome of integrating your branding strategies and communication methods at your organization. Provide a rationale for your response. Weight: 20%

0 (0.00%) -
33.04 (11.80%)

Did not submit or incompletely described three (3) branding strategies that you would employ to attract qualified applicants to your organization. Did not submit or incompletely suggested three (3) communication methods that you would utilize to reach out to applicants. Did not submit or incompletely predicted the outcome of integrating your branding strategies and communication methods at your organization. Did not submit or incompletely provided a rationale for your response.

33.6 (12.00%) -
38.64 (13.80%)

Insufficiently described three (3) branding strategies that you would employ to attract qualified applicants to your organization. Insufficiently suggested three (3) communication methods that you would utilize to reach out to applicants. Insufficiently predicted the outcome of integrating your branding strategies and communication methods at your organization. Insufficiently provided a rationale for your response.

39.2 (14.00%) -
44.24 (15.80%)

Partially described three (3) branding strategies that you would employ to attract qualified applicants to your organization. Partially suggested three (3) communication methods that you would utilize to reach out to applicants. Partially predicted the outcome of integrating your branding strategies and communication methods at your organization. Partially provided a rationale for your response.

44.8 (16.00%) -
49.84 (17.80%)

Satisfactorily described three (3) branding strategies that you would employ to attract qualified applicants to your organization. Satisfactorily suggested three (3) communication methods that you would utilize to reach out to applicants. Satisfactorily predicted the outcome of integrating your branding strategies and communication methods at your organization. Satisfactorily provided a rationale for your response.

50.4 (18.00%) -
56 (20.00%)

Thoroughly described three (3) branding strategies that you would employ to attract qualified applicants to your organization. Thoroughly suggested three (3) communication methods that you would utilize to reach out to applicants. Thoroughly predicted the outcome of integrating your branding strategies and communication methods at your organization. Thoroughly provided a rationale for your response.

**Unacceptable
Below 60% F**

**Meets
Minimum
Expectations
60-69% D**

Fair 70-79% C

**Proficient 80-
89% B**

**Exemplary 90-
100% A**

BUS335-A2-4
4. Determine two (2) selection processes for recruiting new employees that could apply to your chosen scenario and then identify five (5) selection criteria that you could use when hiring new employees. Next, analyze the effect of the five (5) identified selection criteria on long-term employee retention and preservation of organizational knowledge. Justify your response. Weight: 20%

0 (0.00%) -
33.04 (11.80%)

Did not submit or incompletely determined two (2) selection processes for recruiting new employees that could apply to your chosen scenario and then did not submit or incompletely identified five (5) selection criteria that you could use when hiring new employees. Did not submit or incompletely analyzed the effect of the five (5) identified selection criteria on long-term employee retention and preservation of organizational knowledge. Did not submit or incompletely justified your response.

33.6 (12.00%) -
38.64 (13.80%)

Insufficiently determined two (2) selection processes for recruiting new employees that could apply to your chosen scenario and then insufficiently identified five (5) selection criteria that you could use when hiring new employees. Insufficiently analyzed the effect of the five (5) identified selection criteria on long-term employee retention and preservation of organizational knowledge. Insufficiently justified your response.

39.2 (14.00%) -
44.24 (15.80%)

Partially determined two (2) selection processes for recruiting new employees that could apply to your chosen scenario and then partially identified five (5) selection criteria that you could use when hiring new employees. Partially analyzed the effect of the five (5) identified selection criteria on long-term employee retention and preservation of organizational knowledge. Partially justified your response.

44.8 (16.00%) -
49.84 (17.80%)

Satisfactorily determined two (2) selection processes for recruiting new employees that could apply to your chosen scenario and then satisfactorily identified five (5) selection criteria that you could use when hiring new employees. Satisfactorily analyzed the effect of the five (5) identified selection criteria on long-term employee retention and preservation of organizational knowledge. Satisfactorily justified your response.

50.4 (18.00%) -
56 (20.00%)

Thoroughly determined two (2) selection processes for recruiting new employees that could apply to your chosen scenario and then thoroughly identified five (5) selection criteria that you could use when hiring new employees. Thoroughly analyzed the effect of the five (5) identified selection criteria on long-term employee retention and preservation of organizational knowledge. Thoroughly justified your response.

**Unacceptable
Below 60% F**

**Meets
Minimum
Expectations
60-69% D**

Fair 70-79% C

**Proficient 80-
89% B**

**Exemplary 90-
100% A**

BUS335-A2-5
5. Suggest two (2) assessment methods that you could employ to select new employees for your organization and then analyze the validity and reliability of each method in regard to the job your organization is offering. Next, identify four (4) job predictors that you believe can assess candidates' knowledge, skills, abilities, and other skills and experiences (KSAO's). Provide support for your rationale.
Weight: 15%

0 (0.00%) - 24.78 (8.85%)
Did not submit or incompletely suggested two (2) assessment methods that you could employ to select new employees for your organization and then did not submit or incompletely analyzed the validity and reliability of each method in regard to the job your organization is offering. Did not submit or incompletely identified four (4) job predictors that you believe can assess candidates' knowledge, skills, abilities, and other skills and experiences (KSAO's). Did not submit or incompletely provided support for your rationale.

25.2 (9.00%) - 28.98 (10.35%)
Insufficiently suggested two (2) assessment methods that you could employ to select new employees for your organization and then insufficiently analyzed the validity and reliability of each method in regard to the job your organization is offering. Insufficiently identified four (4) job predictors that you believe can assess candidates' knowledge, skills, abilities, and other skills and experiences (KSAO's). Insufficiently provided support for your rationale.

29.4 (10.50%) - 33.18 (11.85%)
Partially suggested two (2) assessment methods that you could employ to select new employees for your organization and then partially analyzed the validity and reliability of each method in regard to the job your organization is offering. Partially identified four (4) job predictors that you believe can assess candidates' knowledge, skills, abilities, and other skills and experiences (KSAO's). Partially provided support for your rationale.

33.6 (12.00%) - 37.38 (13.35%)
Satisfactorily suggested two (2) assessment methods that you could employ to select new employees for your organization and then satisfactorily analyzed the validity and reliability of each method in regard to the job your organization is offering. Satisfactorily identified four (4) job predictors that you believe can assess candidates' knowledge, skills, abilities, and other skills and experiences (KSAO's). Satisfactorily provided support for your rationale.

37.8 (13.50%) - 42 (15.00%)
Thoroughly suggested two (2) assessment methods that you could employ to select new employees for your organization and then thoroughly analyzed the validity and reliability of each method in regard to the job your organization is offering. Thoroughly identified four (4) job predictors that you believe can assess candidates' knowledge, skills, abilities, and other skills and experiences (KSAO's). Thoroughly provided support for your rationale.

BUS335-A2-6
6. 3 references
Weight: 5%

0 (0.00%) - 8.26 (2.95%)
No references provided

8.4 (3.00%) - 9.66 (3.45%)
Does not meet the required number of references, all references poor quality choices.

9.8 (3.50%) - 11.06 (3.95%)
Does not meet the required number of references, some references poor quality choices.

11.2 (4.00%) - 12.46 (4.45%)
Meets number of required references, all references high quality choices.

12.6 (4.50%) - 14 (5.00%)
Exceeds number of required references, all references high quality choices.

	Unacceptable Below 60% F	Meets Minimum Expectations 60-69% D	Fair 70-79% C	Proficient 80- 89% B	Exemplary 90- 100% A
BUS335-A2-7 7. Clarity, writing mechanics, and formatting requirements Weight: 10%	0 (0.00%) - 16.52 (5.90%) More than 8 errors present	16.8 (6.00%) - 19.32 (6.90%) 7-8 errors present	19.6 (7.00%) - 22.12 (7.90%) 5-6 errors present	22.4 (8.00%) - 24.92 (8.90%) 3-4 errors present	25.2 (9.00%) - 28 (10.00%) 0-2 errors present

Name:**BUS335 Week 10 Assignment 2: Business Expansion and Sustainability**

Description:**BUS335 Week 10 Assignment 2: Business Expansion and Sustainability**

Exit