

Students, please view the "Submit a Clickable Rubric Assignment" in the Student Center.
Instructors, training on how to grade is within the Instructor Center.

Assignment 2: New Hires

Due Week 5 and worth 125 points

Imagine you are the HR manager at a company. You need to hire three (3) new people. One employee will work at the front desk as a customer service assistant, and the other two (2) will work on the production line. Give at least five (5) places you would recruit for each position and explain why each place would be a viable option.

Write a one (1) page paper in which you:

1. Select at least five (5) places you would recruit for a customer service assistant and at least five (5) places you would recruit for production line workers.
2. Explain why each place you selected would be a viable option for recruiting employees.
3. Format your assignment according to the following formatting requirements:
 - a. Typed, double spaced, using Times New Roman font (size 12), with one-inch margins on all sides.
 - b. Include a cover page containing the title of the assignment, your name, your professor's name, the course title, and the date. The cover page is not included in the required page length.

The specific course learning outcomes associated with this assignment are:

- Analyze effective recruiting and selection strategies that can be used to meet organizational requirements.
- Use technology and information resources to research issues in human resource management.
- Write clearly and concisely about human resource management using proper writing mechanics.

Click [here](#) to view the grading rubric for this assignment.

Indeed.com

Monster.com

Versant Supply Chain

Commerical Appeal

Kelly Services

Grading for this assignment will be based on answer quality, logic / organization of the paper, and language and writing skills, using the following rubric.

Points: 125		Assignment 2: New Hires			
Criteria	Unacceptable	Meets Minimum Expectations	Fair	Proficient	Exemplary
	Below 60% F	60-69% D	70-79% C	80-89% B	90-100% A
1. Select at least five (5) places you would recruit for a customer service assistant and at least five (5) places you would recruit for production line workers. Weight: 45%	Did not submit or incompletely selected at least five (5) places you would recruit for a customer service assistant and at least five (5) places you would recruit for production line workers.	Insufficiently selected at least five (5) places you would recruit for a customer service assistant and at least five (5) places you would recruit for production line workers.	Partially selected at least five (5) places you would recruit for a customer service assistant and at least five (5) places you would recruit for production line workers.	Satisfactorily selected at least five (5) places you would recruit for a customer service assistant and at least five (5) places you would recruit for production line workers.	Thoroughly selected at least five (5) places you would recruit for a customer service assistant and at least five (5) places you would recruit for production line workers.
2. Explain why each place you selected would be a viable option for recruiting employees. Weight: 45%	Did not submit or incompletely explained why each place you selected would be a viable option for recruiting employees.	Insufficiently explained why each place you selected would be a viable option for recruiting employees.	Partially explained why each place you selected would be a viable option for recruiting employees.	Satisfactorily explained why each place you selected would be a viable option for recruiting employees.	Thoroughly explained why each place you selected would be a viable option for recruiting employees.
3. Clarity, writing mechanics, and formatting requirements Weight: 10%	More than 8 errors present	7-8 errors present	5-6 errors present	3-4 errors present	0-2 errors present