

Employee Recruitment Plan Project

Recruitment is the point in your hiring process where you get the word out about a job opening, screen applications, select a few to interview face to face, and finally choose someone to offer the job.

Think about:

1. How would you get the word out?
2. How would you screen your applicants?
3. What interview questions would you ask?
4. How would you make your final selection?

For this project, you are going to create an Employee Recruitment Plan for the position that appears in the job description below.

Your plan should answer all 4 questions above.

Present as either an infographic or a document. Generous use of the internet is recommended to locate ideas for formatting your project.

Two sources to help you:

- <https://www.go2hr.ca/recruitment/planning-the-steps-in-your-recruitment>
- <https://www.thebalancecareers.com/recruiting-planning-that-ensures-a-superior-hire-1918952>

Grading Rubric

Requirement	Points Possible	Points Earned
Clearly explains how you would get the word out about the job	20	
Clearly explains how you will screen your applicants for the job	20	
Included 7-10 interview questions you would ask during the interview	20	
Clearly explains how you would make your final selection (ie Who are you choosing for the job and WHY)	20	
Infographic or document is error free and looks professional	20	
Total	100	

Turn your project into Google Classroom when it is complete.

Job Description

Onetonline.org
Payroll Clerk

Compile and record employee time and payroll data. May compute employees' time worked, production, and commission. May compute and post wages and deductions, or prepare paychecks.

Tasks

- Review time sheets, work charts, wage computation, and other information to detect and reconcile payroll discrepancies.
- Process paperwork for new employees and enter employee information into the payroll system.
- Verify attendance, hours worked, and pay adjustments, and post information onto designated records.
- Compute wages and deductions, and enter data into computers.
- Record employee information, such as exemptions, transfers, and resignations, to maintain and update payroll records.
- Process and issue employee paychecks and statements of earnings and deductions.
- Keep track of leave time, such as vacation, personal, and sick leave, for employees.
- Compile employee time, production, and payroll data from time sheets and other records.
- Distribute and collect timecards each pay period.
- Issue and record adjustments to pay related to previous errors or retroactive increases.

Work Activities

Interacting With Computers — Using computers and computer systems (including hardware and software) to program, write software, set up functions, enter data, or process information.

Getting Information — Observing, receiving, and otherwise obtaining information from all relevant sources.

Performing Administrative Activities — Performing day-to-day administrative tasks such as maintaining information files and processing paperwork.

Communicating with Supervisors, Peers, or Subordinates — Providing information to supervisors, co-workers, and subordinates by telephone, in written form, e-mail, or in person.

Establishing and Maintaining Interpersonal Relationships — Developing constructive and cooperative working relationships with others, and maintaining them over time.

Processing Information — Compiling, coding, categorizing, calculating, tabulating, auditing, or verifying information or data.

Updating and Using Relevant Knowledge — Keeping up-to-date technically and applying new knowledge to your job.

Organizing, Planning, and Prioritizing Work — Developing specific goals and plans to prioritize, organize, and accomplish your work.

Documenting/Recording Information — Entering, transcribing, recording, storing, or maintaining information in written or electronic/magnetic form.

Making Decisions and Solving Problems — Analyzing information and evaluating results to choose the best solution and solve problems.