



جامعة الجميع الذكية
EVERYONE'S SMART UNIVERSITY

Everyone's Smart University

Assignment 1 (Spring 2021)

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Section

Master

Date

Thursday

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Course Code

(PMG506)

Advanced Project Management

Instructions:

- ☐ يغلق الواجب يوم الإثنين ١ مارس في تمام الساعة ٩ مساءً.
- ☐ الواجب سؤال واحد مقالي من ٤ درجات.
- ☐ الإجابة متاحة باللغة الإنجليزية أو اللغة العربية مع مراعاة أن تكون المصطلحات العلمية تكون باللغة الإنجليزية.
- ☐ يرجى ضرورة التحويل إلى صيغة pdf بعد الانتهاء من الواجب ورفعته على المودل.

Instructor's Name:

Eng. Amaal Aburumman

Hiring Process

An efficient and effective hiring process is a step-by-step process for hiring a new employee, whereby an organization identifies its talent needs, recruits from its talent pool and eventually hires the most qualified candidates. Most companies have their own hiring processes.

A detailed hiring process is a necessary element for organizational success. Devising and implementing a consistent hiring plan will help optimize your ability to identify the strongest candidate while also create a clear understanding of your hiring process in the event you need to improve it.

Taking the right steps in the hiring process is essential because skipping or missing a step can result in a bad hiring decision. Bad hires are problematic for your company's bottom line, negatively impact staff morale, or harm your company's reputation.

However, before we get started to hire for "Local Mail Distribution Center", we need to understand each step in the recruitment process. It's so much more than just job descriptions, interviews, contracts, and pay. Hiring is also about finding good employees, getting the best out of your team, and understanding your responsibilities as an employer. Hiring is an exciting process, but with quite a few steps along the way, it can get overwhelming. we will go step by step so that we can find employees who fit perfectly with your business.

Fifteen steps of hiring process are vital to save time and headaches.
These steps are: -

1. Identify the hiring need.
2. Devise a recruitment plan.
3. Write a job description.
4. Advertise the position.
5. Recruit the position.
6. Review Applications.
7. Phone interview/initial Screening.
8. Interviews.
9. Applicant Assessment.
10. Background Check.
11. Decision.
12. Reference Check.
13. Job offer.
14. Hiring.
15. Onboarding.

Moreover, hiring does not end with a signed offer letter. The transition from the accepted letter through the onboarding process and into the early period of employment are vital to long-term organizational growth.