



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 الانجليزية.
- ☐ يرجى ضرورة التحويل إلى صيغة pdf بعد الانتهاء من الواجب ورفعته على المودل.

Instructor's Name:

Eng. Amaal Aburumman

Assignment (1)

You are employed as a supervisor at the local mail distribution center. The center wishes to develop a new staff recruitment and selection process, to be implemented within the next three months. You have been assigned the responsibility of project manager.

Your Task

Explain (130 to 150 words) how you as the project manager should plan, manage, and control communication, with the team members to achieve deliverables. Give reasons.

Best of luck..

الواجب الاول

تم توظيفك كموظف كمشرف في مركز توزيع البريد. يرغب المركز في تطوير عملية تعيين واختيار موظفين جدد ، ليتم تنفيذها في غضون الأشهر الثلاثة المقبلة. وقد تم تكليفك بمسؤولية **مدير المشروع**.

مهمتك هي:

- اشرح (من 130 إلى 150 كلمة) كيف يجب عليك كمدير للمشروع أن تخطط وتدير وتتحكم في التواصل مع أعضاء الفريق لتحقيق الإنجازات. اعط اسبابا.

....مع تمنياتي بالتوفيق

For the new recruitment and selection process, the following steps apply.

Step 1: Recruitment planning

In this stage, the required skills and requirements are identified. Additionally, the human resource department identifies the number of people required for the vacant position. This is because, the aim of the whole process is to give a limited number of recruits to the manager to determine the best candidate. For instance, if the vacancy is for mailmen, there needs to be a clear description of the number needed for the job. This involves aligning the business goals with the recruitments needed in the job. A good plan involves a calendar (In this case three months), a budget, hiring positions and assessment tools.

Step 2: Skills and recruitment gaps

In this stage, the needs of the company should be determined and who to employ. This also involves employment gaps that cannot be filled with the existing talent in the organization. The growth of the company is important to consider. Anticipated employee promotion and turnover are crucial factors that will determine hiring needs. Strengthening of some departments is crucial and maybe it might be a person leaving the organization. Determining the missing skills in key in decision making that aligns staffing needs and hiring.

Step 3: Recruitment plan and calendar

This includes determining the number of people needed in each department and the required time or arrival. This helps to plan ahead on any rearrangements that might be necessary in departments. It also helps to create an annual hiring calendar that will determine positions needed to be filled per quarter, the total headcount and the timeline for when each hiring round will start.

Step 4: Determine budgets for hiring

In this step, the manager determines the cost that will be incurred during the hiring process. Here, list the number of costs that are incurred I'm hiring the required vacant posts. Some of the costs in the process include; advertisement on social media and job boards, technological recruitment costs, travel expenses In-house benefits, conducting background checks and drug tests.

Step 5: Job success criteria identification

After analyzing the open job position, this step determines the successful criteria that will be used to decide how to achieve professional success in this position. It includes professional and personal skills, and personal data. Professional skills include technical know-how, background training and managerial experience. Personal skills include negotiation skills, resistance to failure and personal balance. Personal data may include the salary expectations. As the recruitment management has grown over the years, the success job criteria can be closely associated with the future direct superiors of the employee.

Step 6: Evaluation Form

Once all the critical job requirements have been identified, the applicant's documents are assessed using a global evaluation form. Those that pass to the next level of recruitment are those that meet the objectives of the criteria.

Step 7: Selection of ten applicants

The ten applicants that have been selected to move to this stage are invited for a 40-minute interview where they answer the questions of the recruiters and introduce their

applications. This interviews will help validate the information that is on their CVs. It also includes getting a first impression of the applicant and their view of the work. The information is used to fill individual evaluation forms that explain further their skills and experience.

Step 8: Second selection

This involves selection of 4 people whose skills and experience are most suitable for the open position. Observation in the previous phase are validated by professional tests and assessment centers. These approaches will help determine the candidate's ability to work in a team and their management abilities. At this stage, the candidates will answer on the appropriate strategies they will use to ensure they do a good job in their positions. The information will also be used to develop a training program for each candidate in their work. All the information gathered in this process must be given to the superiors so that they can make the final decision about their future employees.

Step 9: Final Decision

During the final step, the individual evaluation forms are used to determine a hierarchy. The candidates in the highest rankings get the vacant job or jobs.