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Assignment #1: a supervisor at the local mail.

The are several methods to develop a new staff recruitment and selection process. As PM I would like to select the way below to reach the aim required.

Firstly, planning to identify the equivalent candidates by scheduling the duration as first month for online such as LinkedIn and Email publishment for receiving CVs. second month for interviewing and filtering for appliers as our list of needed skills. Third month for negotiate and interview for the top 5 for each designation.

Secondly, communication management will be divided into four groups.

Management, reporters, officers, and front desk receptionist. front desk receptionist will be revised hard copy of VCs and advised. offices will search online and should provide suggestion. reporter will consider the equivalent for invitation and double check the interest of appliers. Family the management will approved/ selected the report for interview.

Thirdly, communication between the colleague shall have share folder therefore everyone has updated. Also, schedule of weekly meeting to ensure the plan are in the right position. Issuing WhatsApp group for emergency support and fast comminution for team members.

Finally, PM must double check, consider, and make sure the is no conflict for the target stuffs needed. There reporter must realize exactly the purpose of each position needed. Last but not lease PM have to identify the ability of has team and creates positive engagement.