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Job interview

Student's Name

Professor's Name

Subject

Date

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Introduction

The process of recruitment is always long and exhaustive. It is easy to get the best candidate with specific educational requirements, skills, personality and other competencies if proper evaluation methods and approaches are put in place by the selection panel or a recruiter. It takes a keen eye and undivided attention to locate the preferred candidate amongst many potential candidates who send their resumes and cover letters. Whereas a cover letter or a resume may look impressive, the actual candidate may perform dismally during the interview process and fail to meet the basic personality traits required. This calls for shortlisting of more than one candidate.

The resume and cover letter from the potential candidate demonstrate his ability and commitment to the advertised post. A quick look at the candidate's resume and cover letter indicates that the candidate is passionate about the field of human resource management and constantly looks for skills to improve his competitiveness. The candidate has a wide experience spanning different sectors which is vital for the diversity of skills and a wider perspective of issues needed to understand human resource matters. The candidate's educational history shows that he values technology knowledge and this is shown in the area he chose to focus on his master's degree. Information Management Systems especially in the field of human resources is vital in improving human resource planning, management and the general human resource practices and procedures. With a Master's degree in Human Resource Management from Strayer University, the candidate meets the basic criteria regarding educational competency. This is further strengthened by his qualification in an undergraduate program where he has an average of 3.8 GPA in Bachelor of Science in Business Administration and the same points in his Associates Degree. His information technology skills are further enhanced by his certifications.

As a Microsoft Certified Solution Expert, the candidate has the much-needed skills in human resource information technology practices. This is because he can use his skills to manipulate different software and data that are used in storage or management of human resources in the organization.

Two important roles in the candidate's career history that places him at the center of human resource practice are his current role as the Staff Assistant to the Site director at Federal Law Enforcement Training Centre in the Department of Homeland Security and his past role as Human Resource Assistant to the Human Resource Director at Federal Election Commission in Washington DC between January 2016 and September 2017. The candidate's role at the Federal Law Enforcement Training centers makes him knowledgeable on administrative matters. The roles and responsibilities assigned to the candidate will make him appreciate the need to be organized, responsible and accountable. Roles such as tracking, monitoring, and verifying of allocations and expenditures are central to human resource practices. The ability to update, sort, revise or even calculate and manipulate different types of data in spreadsheet or database software is also a critical component of the organization of human resource records. This information can be used to prepare appraisal reports and other important human resource information pertaining procedures, expenditures or general employee records. The candidate's role in the Federal Electoral Commission adequately prepares him to meet the current roles as required by the advertised post. These important roles that are similar to the ones in the vacant post include preparation of paperwork related to human resource actions and roles related to training of employees and the general management of employee affairs.

The cover letter discloses important values and competencies that are held by the candidate that is strongly desired in the organization (Rigg, Stewart & Trehan, 2008). Through

the cover letter, the candidate further demonstrates his passion and skills in his possession. Some of the competencies, skills, and values communicated through the cover letter include leadership skills, teamwork, problem-solving skills and communication skills. These elements are important in modern human resource practices and the general best practices in business management. The modern work environment requires collaboration and open communication that promotes harmony and sharing of skills and resources to better the organization's practices and improve its competitive advantage. Human resource professionals are supposed to be competent leaders who can solve conflicts and communicate to employees in a clear and understandable manner with the aim of boosting morale and minimizing conflicts.

The potential candidate for this post has a strong competitive advantage. The candidate is not only performance-focused but also highly motivated and takes personal initiatives to develop his skills. The candidate possesses adequate experience from diverse industries and also has sound academic qualification. The candidate's unique competitive advantage is in the field of information technology whereby the candidate possesses desirable qualifications in Microsoft Information Certifications. Modern human resource practices are increasingly being digitized for the purpose of attaining efficiency, ease of retrieval and enhanced reliability. By having a strong candidate who is conversant with varied areas in business information systems with a strong bias to human resource management, the organization will benefit by having a competent and resourceful professional. This will limit the department's overreliance on the IT department. A strong focus on information technology issues has some negative effects. The candidate can easily focus so much energy on IT related matters as compared to human resource management issues which is at the core of the job description. The main reason for this argument is the in-depth analyses of the candidate's resume and cover letter which reveals the trends of the

candidate's behavior, qualifications, and future direction as far as professional interests are concerned.

The interview method to be used in this interview is phone interview. Phone interviews offer great way to learn several factors about the candidate before they are short-listed or put on a face-to-face interview (Rogers, 2011). Phone interviews offer the recruiters the first opportunity to know the potential candidate in a much more detailed manner beyond what the candidate presents in his or her resume or what appears in the candidate's social media profile. One challenge that is often common with a phone interview is the interviewer's inadequate preparation to interview over the phone which leads to inadequate communication with the candidate. This lack of preparation causes interruptions regarding transitions, unnecessary periods of silence or even an interviewer who prefers to hear their voices over that of the interviewee. This problem can be dealt with when the interviewer prepares adequately by having interview questions in advance and rehearsing the whole process. Adequate preparation gives the interviewer an opportunity to maintain balance during the interview and help the candidate communicate his or her passion, skills and other relevant information.

Interview Form

Candidate's Name.....

Interview Date.....

Position Title/Location.....

Resume Attached YES/NO

Questions

1. Describe the position overview of the post you have applied at Google Inc.
2. What are some of the responsibilities and duties you are expecting to carry out as far as this position is concerned?
3. Describe your educational background
4. Tell me about your experience with employee training, record keeping, and the general HR administration.
5. How many years of human resource management do you have?
6. What skills do you possess?
7. In your most recent organization, how many people were reporting to you directly and what are their titles?
8. How did your recent position help the organization in its mission?
9. What is the biggest achievement in the position that you previously held?
10. Are you willing and available for a drug test, a criminal background check and also reference checks?

Responses from the Interview

Question 1

1. Describe the position overview of the post you have applied at Google Inc.

As the human resource manager, I expect to deal with a range of human resource practices such as development, implementation, and maintenance of Google's human resource policies and procedures. Other requirements for this post include the planning, designing and implementing of HR routine activities such as staffing, compensation, recruitment, payroll management, training, employee relations, safety and benefits among others.

Question 2

2. What are some of the responsibilities and duties you are expecting to carry out as far as this position is concerned?

For this position, I expect to carry out arrange of human resource and management practices. These include payroll processing, managing employee compensation, leave of absence, and implementing human resource process. I also expect to collaborate with outside health representative to identify the best benefit plan offerings. Managing human resources operations, conducting research and supporting management by providing HR advice are also some of my duties and responsibilities.

Question 3

3. Describe your educational background

I have a Bachelor of Science degree in Business Administration from Capella University and a Masters in Human Resource Management from Strayer University. In both qualifications, I have an average of 3.8 GPA. In addition to these qualifications, I am a Microsoft Certified Solutions Expert (MCSE) and Information Technology Advanced Security Practitioner Certification (CASP) holder.

Question 4

4. Tell me about your experience with employee training, record keeping, and the general HR administration.

As a Human Resource Assistant to the Human Resource Director at the Federal Election Commission, I was tasked with arranging conferences/training, which included location, schedule, agenda, and attendance list and also providing advice on procedures, reports, requirements, and other matters necessary to implement policies, directives, and instruction to FEC personnel. At Federal Law Enforcement Training Centers/ DHS, Cheltenham, MD, I was tasked with tracking, monitoring, and verifying of allocations and expenditures

Question 5

5. How many years of human resource management do you have?

I have cumulatively over four years experience in human resource management.

Question 6

6. What skills do you possess?

I possess excellent oral and written communication skills, able to work in an environment that requires collaboration and have the ability to research topical and professional issues.

I also have problem-solving and team leadership skills.

Question 7

7. In your most recent organization, how many people were reporting to you directly and what are their titles?

In my most recent organization, three employees were reporting directly to me, and all of them were clerks

Question 8

8. How did your recent position help the organization in its mission?

My recent position helped Federal Law Enforcement Training Centers streamline its human resource practices and attain more efficiency by integrating more IT practices.

Question 9

9. What is the biggest achievement in the position that you previously held?

My biggest achievement was helping the organization obtain and monitor a full range of office support services while developing systems for the control and access to official records and files.

Question 10

10. Are you willing and available for a drug test, a criminal background check and also reference checks?

I am willing and available for any test and will cooperate by providing the relevant information for reference checks.

Summary

Conducting an interview requires maximum concentration to get all the details you want from the potential candidate. It is important to predetermine what you expect from the candidate in terms of education, skills, experience and personality. Whereas a candidate can be very good in articulation, some questions sound intimidating and might throw the candidate off balance (Dessler, 2009). In this situation, it is important to make the person comfortable and assure him or her that it normally happens in such situations and the most important thing is that they are assured of all the support they require to adequately communicate and express their skills, passion, and interest on the job. I chose the potential candidate for the advertised post after he demonstrated enough competence and skills needed. Some of the ethical decisions made include respecting the candidate's privacy and not asking questions that seek to reveal personal or confidential information. After the candidate demonstrated enough competence, there was no need to make him further wait for a response, and I gave him the specific date on which the final decision will be made. I sought to promote a friendly environment that seeks to enhance trust and conducted myself with respect and integrity.

Conclusion

When candidates read the requirements of a particular job carefully before they apply, it becomes easy for recruiters to arrange for a candidate's interview by saving both their time and

that of the potential candidate. Candidates who just submit their resumes without carefully analyzing the requirements versus their qualifications frustrate themselves and the selection panel. An interview is an important process that gives the opportunity a candidate to express himself or herself and also affords the interviewer an opportunity to ask some questions.

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