**BUSD 2007: Recruitment and Selection Assignments**

\*Following is the general background information for the **required three (3) Course Assignments**: Job Analysis Questions/Job Description, Job Advertisement and On-line Interview.

**Background Information**

You have been hired as a Contract HR Consultant, with the ultimate goal, to hire the first full time HR Advisor for Ruby Municipality. There are some steps you will carry out in competing this hiring requirement. (The first will be preparing Job Analysis Questions).

Ruby Municipality has grown in size and now has 150 employees.

When an Organization reaches over 100 employees, this is often the HR Benchmark of when an organization will hire a full time HR Employee, to provide HR services.

Until now the required HR services have been provided by various employees in the Municipality, such as the CEO, Executive Assistant to the CEO, and Department Heads.

As you are aware, Municipalities provide services such as the following for its citizens:

>Public Works Services, such as snow plowing and paving streets

>Recreation Services, such as arenas, swimming pools, and parks

>Family and Community Services, such as family counselling

>Urban and Regional Services, such as subdivision development and building inspection

>Emergency Services, such as Police, Fire, and Ambulance Service

2

**Job Analysis Questions Assignment**

This Assignment is to **prepare a comprehensive list of questions**, that would be used to interview pertinent municipal employees, to collect information for the preparation of a Job Analysis. (You do **not** have to prepare the Job Analysis).

**Background Information**

The first step towards reaching the goal of hiring the first full time HR Advisor position for Ruby Municipality would be to carry out a Job Analysis.

A Job Analysis is the process of obtaining information about a job(s) by determining the duties, tasks, or activities of the job(s).

Job data may be obtained in several ways. The more common methods of analyzing jobs are through interviews, questionnaires, observations, and diaries.

If a Job Analysis is to accomplish its intended purpose, the job data collected must be accurate.

The information obtained, via the Job Analysis, will be used to establish the Job Description for the HR Advisory position.

Of course, you would interview a number of the employees in the Municipality to complete the Job Analysis: CEO, Department Heads, Executive Assistant to the CEO, Payroll and Finance employees.

An example of a type of question asked would be: What personal attributes are needed, by an HR Advisor, to be successful?

**Requirement**: To prepare a comprehensive list of questions that would be used for carrying out Job Analysis Interviews.

**Marking Guide**: Students that prepare the most comprehensive list of pertinent questions receive the best grade(s).

**Grading**: This Assignment is worth 15% of your Final Grade (in combination with the Job Description Assignment).

**Submission**: You will submit a Word Document, of the Questions in Moodle, by the date provided.

Late submission will not be accepted and you will receive a zero if not submitted in time.