MODEL HIRING PLAN FOR KESHAVATECH INC.,

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|  | **WEEKS** | | | | | | |
| **Task** | **1** | **2** | **3** | **4** | **5** | **6** | **7** |
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| **A. Position Startup** |  |  |  |  |  |  |  |
| Review current positions and plan to create a new position description. |  |  |  |  |  |  |  |
| Identify any necessary qualifications which suits the business criteria |  |  |  |  |  |  |  |
| Work on a detailed Position Description |  |  |  |  |  |  |  |
| Employees from the same stream of expertize submit for approval to the CEO or the CEO can approve |  |  |  |  |  |  |  |
| **B. Selection Tools** |  |  |  |  |  |  |  |
| Create timeline for recruitment (depending on the criticality of the position) |  |  |  |  |  |  |  |
| Should Design letters for candidate consideration |  |  |  |  |  |  |  |
| Develop interview questions and benchmarks (may require modification as per the job requirement) |  |  |  |  |  |  |  |
| Develop process and questions for reference and background checks (LinkedIn can be used a way of checking before the interview) |  |  |  |  |  |  |  |
| Put hold on dates for interviewing. |  |  |  |  |  |  |  |
| Identify people to be involved in interview process and get times to be set aside (The calendar has to be free) |  |  |  |  |  |  |  |
| C. Recruitment |  |  |  |  |  |  |  |
| If a standard list of eligible candidates is not available from the application submitted, then work with HR/subject matter expertize representative on screening tool or reference. |  |  |  |  |  |  |  |
| Identify possible sources for candidates (newspapers, LinkedIn, Career website, other periodicals, and protected class recruitment sources) |  |  |  |  |  |  |  |
| Work with HR representative, the CEO or subject matter expertize on Recruitment Activity Plan for the position. (Advertising, mailings, etc.) |  |  |  |  |  |  |  |
| D. Interview Process |  |  |  |  |  |  |  |
| Create Information Packet to send to qualified applicants. (There might be enquires about the role, salary package etc.) |  |  |  |  |  |  |  |
| Make phone contact with applied candidates to set up interview. And send a mail to the people who have lost the opportunity due to similar line of work experience |  |  |  |  |  |  |  |
| If no selection from above, make phone contact with certified candidates from eligible list.  If the list of eligible candidates is very long, send emails to determine interest and/or set up interviews. |  |  |  |  |  |  |  |
| Conduct interview process (phone, first screening interview, final interview) |  |  |  |  |  |  |  |
| Do an in-depth reference check of finalist(s) |  |  |  |  |  |  |  |
| E. Selection |  |  |  |  |  |  |  |
| Make offer and select candidate |  |  |  |  |  |  |  |
| Orient new employee (about payroll and benefits info etc.) |  |  |  |  |  |  |  |
| F. Wrap-up |  |  |  |  |  |  |  |
| Complete hiring forms (no later than start date) |  |  |  |  |  |  |  |
| Retain hiring files (for at least 6 years) |  |  |  |  |  |  |  |
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##### **SAMPLE INTERVIEW QUESTIONS**

**Work History:**

* Describe projects or duties that you found most/least interesting.
* Describe aspects of your last position that were most/least enjoyable.
* Describe your most significant contribution.
* Describe the types of interactions with professional peers, fellow employees, and other people that you have dealt with as part of your job.
* Describe the diversity present in your organization, and the benefits and challenges you experienced as a result of this diversity.
* Describe a problem that you encountered in your current position and the approach you used to resolve the problem.
* Describe your ability in meeting deadlines for projects in your current position.
* What has been the accomplishment of which you are most proud?
* What job have you liked the most/the least? Why?
* What factors are most important to you in terms of job satisfaction?
* What are your key responsibilities or objectives in your current position? Which of these objectives have you performed particularly well? Why? Which of these have you performed least well? Why?
* What effect have your accomplishments had on your current organization?
* Describe your experiences in working independently on projects.
* Of the various environments in which you have worked, which did you enjoy least?
* Of the various environments in which you have worked, which did you enjoy most?

**Professional Skills:**

* Tell me about a specific situation in which you prevented a problem before it occurred.
* In general, how qualified do you feel to perform this position? Why?
* With which aspects of the position do you feel most comfortable?
* With which aspects of the position do your feel least comfortable?
* Describe an innovative change you implemented in your last job.
* Describe the most significant written document you have completed.
* Describe your most successful presentation.
* Describe a conflict you mediated between two individuals. What steps did you take to mediate and resolve the conflict?
* How would your colleagues describe your strengths? Your subordinates?
* What skills would you bring to our agency that other candidates may not have?
* If we talked to your former supervisor how would he/she describe your performance?
* Will you need additional training to perform the duties of the current position?

**Management Style:**

* What would you do if you encountered irreconcilable differences with your immediate supervisor?
* How do you motivate subordinates?
* What do you consider to be your greatest strength as a manager?
* What do you consider your greatest shortcoming as a manager?
* Tell me about a rewarding supervisory experience you have had?
* Tell me about a supervisory experience that didn’t turn out well and why?
* Describe how you conduct supervision currently. Do you meet with your subordinates as a group, or on an individual basis? How often do you meet?
* Describe specific examples of how you have facilitated the development of one of your employees.
* How would your staff describe your management style?
* How do you communicate information to your staff?
* Have you ever had hire/fire responsibility? Describe a case of each.
* What did you do in your last job to promote a team environment?
* What sort of manager do you prefer working for? What sort of manager do you have the most difficulty working with?
* How would you describe your current supervisor’s management style: What aspects do you like the most? The least?
* Describe the amount of structure, direction, and feedback that are optimal for you.
* What are the criteria you would use to evaluate someone’s management style?

**Career Goals or Professional Development:**

* What goals have you set for the next 6 months in your current position?
* How have you progressed up through the ranks to get where you are?
* What about this position makes it the right step in your career path?
* What are your career goals?
* What improvement needs have been identified in recent reviews?
* What areas do you need to develop to round out your professional strengths?
* What professional development activities have you participated in?
* What books/ publications have you read that relate directly to your profession or job?
* What steps have you taken to enhance your professional development?
* What books are on your professional reading list for this coming year?
* What are you looking for in your next position?
* Where do you hope to be five years from now?
* What did you do assist in your professional development in your last position?
* For which part or parts of this position would you need training?
* What are your short-term career objectives? Why?
* What are your long-term career objectives? Why?
* To what extent is this position relevant to your career objectives?

**Miscellaneous:**

* Is there anything else you feel is important for me to know about you?
* Describe your ideal job?
* What kind of work are you interested in?
* If you could do the last 5 years over, what would you do differently?
* Do you have any geographical preferences?
* What do you know about our agency products and service?
* Why do you want to work for our agency?
* Why are you the best applicant for this position?
* Why do you wish to leave your current position? What factors have led to this decision?
* What might your present agency/department do to become more successful?
* If you could describe yourself in three words, what would they be?