



HUMAN RESOURCE MANAGEMENT

ASSIGNMENT

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TASK 1: CREATE A JOB DESCRIPTION AND JOB SPECIFICATION

INTRODUCTION

The aim of this report is to gain an understanding on what basis, a company hires its employees by performing Job Analysis of a position, preparing Job Description and Specification so that the right person is hired for the right job. The KSA (Knowledge, Skills, and Abilities) that will be required for the job position would also be stated.

ABOUT THE COMPANY

Ericsson is one of the leading providers of Information and Communication Technology (ICT). Ericsson was founded by Lars Magnus Ericsson on the fact that access to communication is very important. Thus, the company's focus is to deliver the best solutions, services and innovate technology that is user-friendly as well as easy to adopt to make the customers successful in a fully connected world.

JOB DESCRIPTION AND SPECIFICATION

JOB OVERVIEW

The role of an HR recruiter with Ericsson would require to identify ways to enhance the performance of the clients efficiently through innovation, talent and leadership and lead various projects in the company. They are also required to come up with talent acquisition and management strategies along with an opportunity to work within every area of the company. They will also have access to exchange ideas, learn and grow along with enhancing personnel skills.

KEY RESPONSIBILITIES

- This role is responsible for attracting and selecting the best talent from the target industry segments.
- Develop and establish effective working relationships
- Designing the ideas in order to improve the talent acquisition process and outcomes, implementing creative strategies, identifying the sourcing channels
- Work closely with the Senior management
- Work on salary negotiations along with the on-boarding of the employee
- Communicate employer brand with potential talent and establishing strong partnerships within and outside the firm.
- Taking initiatives in organizing recruitment drives
- Understanding the external market and come up with the best practices to further improve the recruitment process

MINIMUM JOB REQUIREMENTS

- A Master's Degree in Human Resource Management from a reputed institution

- 0-4 years relevant experience
- Minimum 60% marks in masters, graduation, secondary, and senior secondary education

KSA

The Knowledge, Skills, and Abilities that are needed for this job are:

- Knowledge of principles and methods of human resource management including recruitment, selection, training and development, compensation and benefits, labor relations, negotiation, and personnel information systems
- Knowledge of administration and management regarding resource allocation, staffing and organizing, human resource modelling
- Proficient in the use of social media and job boards
- Knowledge of human behavior and performance, individual differences in ability, personalities, learning and motivation
- Familiarity with managing HR databases, working on Applicant Tracking Systems (ATS) and Candidate Management Systems (CMS)
- Microsoft Excel proficiency
- Analytical and problem-solving skills
- Knowledge of Conflict Management and Time Management
- Leadership Skills

TASK 2: SELECT A RECRUITMENT STRATEGY

Most appropriate strategy to recruit applicants for the job

External sources will be the most appropriate strategy to recruit applicants for the above defined job.

Several methods for recruiting applicants for this position are:

- Company careers website
- Job boards
- College recruiting

Reasons for choices of strategy and methods:

The choices of strategy and methods are based on the objective of hiring and minimum job requirements.

The minimum job requirements include a Master's Degree in Human Resource Management from a reputed institution along with relevant experience 0-4 years. This shows that the job is for an entry-level position and also a specialized one. Hence, external sources will be the most appropriate strategy here.

The above-mentioned methods are the most suitable as this will help to attract a genuinely interested pool of applicants. These methods will also attract the adequate number of applicants as the outreach of these methods is very wide.

- In the method of Electronic recruiting, the career information will be posted at the company website.
- In Job boards, the job ads will be posted on different platforms like LinkedIn, Naukri.com etc.
- In College recruiting, on-campus placement process will be conducted in reputed institutions.

TASK 3: PREPARE A JOB ANNOUNCEMENT FOR PRINT MEDIA

JOB ANNOUNCEMENT

Ericsson India Global Services Pvt. Ltd. Is **HIRING!!!**

Role: HR Recruiter

Location: PAN India

Qualification: A Master's Degree in Human Resource Management from a reputed institution

Experience: Up to 4 years of relevant experience, Freshers can also apply

Eligibility criteria: Minimum 60% marks in masters, graduation, secondary, and senior secondary education

Job Description: The role of an HR recruiter with Ericsson would require to identify ways to enhance the performance of the clients efficiently through innovation, talent and leadership and lead various projects in the company. They are also required to come up with talent acquisition and management strategies along with an opportunity to work within every area of the company — from supporting teams who innovate new software solutions that will improve energy efficiency of entire industries, to the people who are designing future technologies, such as autonomous networks and new 5G and IoT developments. They will also have access to exchange ideas, learn and grow along with enhancing personnel skills.

Send your resume at: xxxxxxxx@gmail.com

For more query, contact 95296XXXXX

APPLY NOW!!

B) The announcement will be displayed on different platforms, so that we can choose from the large pool of applicants.

Some of the platforms where this job announcement will be displayed:

- LinkedIn, Naukri.com and other job portals
- Print Media like newspaper and magazines
- On company's career portal.

The announcement is made on different and several platforms so that we can attract and reach large number of applicants and then can choose best suited candidates for further rounds.

C) The job announcement will be different on different platforms because each platform has a fixed and unique way of portraying job announce of their platforms which is different than other platforms.

TASK 4: IDENTIFY APPLICANT SCREENING CRITERIA

CRITERIA TO DISTINGUISH BETWEEN QUALIFIED AND UNQUALIFIED APPLICANTS

The following three basic job requirements will be used to distinguish between qualified and unqualified applicants:

1. 0-4 years of relevant work experience.
2. Minimum educational qualification of MBA in Human Resource.
3. Minimum 60% marks in masters, graduation, secondary, and senior secondary education.

The applicants satisfying the above requirements will be considered qualified for the position, rest of the applicants will be disqualified.

To shortlist applicants, we will need the information about the applicant's work experience and educational qualification. This information can be primarily obtained from the applicant's resume. Proof of correctness of this information can be obtained through experience letter, graduation/ post-graduation degree, and mark sheets.

CRITERIA FOR RANKING QUALIFIED APPLICANTS

To rank the qualified applicants, following criteria will be used, listed in order from most important to least important:

1. Situational Ability, Knowledge of Conflict Management and Time Management (Most Important)
2. Critical Thinking
3. Microsoft Excel proficiency
4. Motivation
5. Written and Communication Skills
6. Academic Knowledge
7. Awareness about recent trends in the field
8. Work Experience (Least Important)

For the criteria listed above, the candidate can be screened through aptitude tests that can test the applicant on the basis of criteria like communication skills, written ability, situational judgement, and academic knowledge.

Further screening can be done through personal interviews where the interviewers will test the shortlisted candidate on the basis of above listed criteria.

DOCUMENTS REQUIRED

1. Resume
2. Experience letter (if applicable)
3. Certificates and mark sheets related to educational qualifications (School, UG, PG)
4. Other certificates, relevant to the position

TASK 5: PREPARE AN APPLICANT INTERVIEW QUESTIONNAIRE

APPLICANT INTERVIEW QUESTIONNAIRE

Ques 1: Tell me something about yourself

Screening Criteria Measured: Confidence and communication skills

Purpose: This question will help us to know about the candidate and assess the candidate's communication skills

Ques 2: Why do you choose the field of recruitment?

Screening Criteria Measured: Motivation for the job.

Purpose: This question will assess whether a candidate is passionate enough about the job. The candidate can talk about the experiences that influenced him to choose the field of recruitment. The candidate can also highlight the positives of being a recruiter.

Ques 3: How will you deal with a situation when one of your candidates didn't get selected for the job?

Screening Criteria Measured: Work Experience (if applicable), situational ability

Purpose: This question will verify the applicant's philosophy and experience. In this question, the applicant should explain that their priority will be to provide a reliable feedback to the applicants.

Ques 4: If a top candidate rejects a job offer, what will be your course of action?

Screening Criteria Measured: Situational ability, work experience (if applicable)

Purpose: This question will test an applicant's attitude in challenging situations. The applicant's response should include steps taken to find out the reason behind the rejection and how they can correct their approach in the future.

Ques 5: How will you introduce Ericsson India to a candidate?

Screening Criteria Measured: Critical Thinking

Purpose: This question will assess the amount of research a candidate has done about the company. The candidate can highlight the strengths and other particular things about the company that they can use to attract a candidate.

Ques 6: How do you keep up with changing recruitment trends?

Screening Criteria Measured: Awareness about recent trends

Purpose: This question checks whether a candidate follows the recent trends in industry or not. It will reflect their drive to learn, willingness to adapt to changes and curiosity towards the field. The candidate can mention the resources they use for updates along the any new trend they have come across recently.

Ques 7: What are the components of a good job advertisement?

Screening Criteria Measured: Writing and communication skills

Purpose: A candidate should be able to draft an attractive advertisement for the job role. The answer can contain clear information about the company, job and requirements. Also, can state where they intend to publish the advertisement.

Ques 8: What do you understand by Applicant Tracking System? What are its advantages and drawbacks?

Screening Criteria Measured: Academic Knowledge

Purpose: As one of the key requirements for the role is the knowledge of Applicant Tracking System, this question will assess the candidate's knowledge and experience of the same.

Ques 9: How will you use yield ratios to evaluate the quality of your recruitment sources?

Screening Criteria Measured: Academic knowledge

Purpose: This question will again test the knowledge about the recruitment field. The candidate can describe how they can use yield ratios to compare different sources of recruitment.

Ques 10: How can you utilize social media as a recruiter?

Screening Criteria Measured: Awareness about recent trends

Purpose: Social media portals like LinkedIn are being used for seeking jobs and advertisements and as a recruiter it is important for the person to leverage this trend. A candidate should be able to put forward to some practices and can also give examples of any actual work they've done.

Ques 11: How will you resolve any conflict between the employees, if they are not comfortable working with each other?

Screening Criteria Measured: Situational ability

Purpose: To measure how effectively the candidate can resolve a situation without being biased towards any person and settling down to a win-win position for both the employees.

Ques 12: If we hire you, what changes would you bring to the organization?

Screening Criteria Measured: Vision

Purpose: To see if the candidate can introduce something new to the organization that would benefit both the employees as well as the organization itself.

TASK 6: DEVELOP AN APPLICANT EVALUATION SCORESHEET

CANDIDATE EVALUATION SHEET

Candidate Name: _____

Interviewer Name: _____

Position: _____

Date: _____

The below given form will be filled by the interviewer to rank the candidate in terms of the criteria given. A numerical rating will be given to the candidate for each criterion listed in the form. The interviewer can also provide any extra comments in the given space. The candidates will be rated on the below given scale.

- 1- Unsatisfactory
- 2- Below Average
- 3- Average
- 4- Above Average
- 5- Exceptional

Criteria	Ratings					Comments
	1	2	3	4	5	
Education: Does the candidate have a MBA degree in HR with minimum 60% aggregate with appropriate knowledge in the field?						
Experience: Is the candidate familiar with knowledge of HR database, applicant tracking system (ATS), Candidate Management Systems (CMS) necessary for this position?						
Communication Skills: Did the candidate show effective communication skills during the interview?						
Motivation: Was the candidate passionate about the position and company?						
Knowledge about Company: Did the candidate proved of having researched about the company before the interview?						
Interpersonal Skills: Did the candidate show, through his or her answers, good interpersonal skills?						

Vision: Did the candidate show, through his or her answers, a good vision?						
Time Management: Did the candidate show, through his or her answers, good time management skills?						
Leadership Skills: Does the candidate has the ability to lead a team?						
Overall Impression and Recommendation: Final comments and recommendations about the candidate.						

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- <https://www.naukri.com/blog/12-recruiter-interview-questions-and-answers/>