INSTRUCTIONS FOR ASSIGNMENT Assignment Description Part 1 Identify two employers and links to their online job application portals. Look at the user-friendliness of the application process and the value of the general job information found online. Does the posted job information tell a candidate what he or she would want to know about the organizations? Using information from your research, create a PowerPoint presentation with key bullet points and a paragraph in the notes section on the following: Articulate the user-friendliness of the application process for the selected employers. Compare the quality of the job information for each employer from an applicant's viewpoint. Part 2 Select two general job search websites (for example, CareerBuilder, Indeed, SimplyHired, and Monster). You may choose local or specific job sites for this assignment, but include the website links in your submission. Look at the ease of use and the value of the general information provided on these websites. Would you use this site to search for a job? Should CapraTek use these websites to post job positions or search for applicants? Using information from the two job search websites, create additional PowerPoint slides and two paragraphs in the notes sections to include the following: Articulate the user-friendliness of the general job search websites. Compare the quality of the job information for each website from an employer's point of view. Summarize findings for or against CapraTek using the selected websites for posting positions and searching for applicants. Part 3 Using the job analysis information for CapraTek's regional sales representatives you gathered in Unit 4, develop an online job posting for this position. You may make location and salary assumptions as needed. Finish the PowerPoint presentation with slides that outline the essentials for the regional sales representative job description and use the notes section for the following: Develop a CapraTek job description for use in a job posting. Include the following components of your job description: A list of the most important duties and responsibilities, with percentage of time spent on each. Classify each duty as essential or non-essential. A list of the necessary qualifications, including educational background, technical experience, skills, and abilities. A description of the physical environment and working conditions. Communicate in a manner that is scholarly and professional. Submission Requirements Your presentation should meet the following requirements: Written communication: Written communication is thoughtful and free of errors that detract from the overall message. APA formatting: Resources and citations are formatted according to current APA style and formatting. Length of assignment: 10–12 PowerPoint slides with notes. Communication: Understand the audience and communicate professionally. (unit 1-4 assignments attached as reference if needed) GRADE SCORING GUIDE ATTACHED IN FILES RESOURCES TO USE FOR DISCUSSION POST Readings To access reading material go to vitalsource.com Username- driddlespriger@capellauniversity.edu Password- Aug142015! Ebook Staffing Organizations Readings Use your Staffing Organizations text to read the following: Chapter 7, "Measurement," pages 311–367. This chapter introduces important concepts, including four levels of measurement, as the course moves toward selecting the person to hire. It then looks at the way scoring is reviewed, including central tendency (average), percentiles, and standard scores. All of this leads to the concept of correlation or the relationship between two sets of numbers (example: height and weight for 20 fifth graders). Use the Capella library to complete the following: Arthur, D. (2012). Recruiting, interviewing, selecting & orienting new employees (5th ed.). AMACOM Books. Read Chapter 14, "Social Networks and Hiring," pages 264–277. This chapter discusses issues that social networking raises, including an employer using an applicant's social networking site as an initial screening device. Use the Internet to read the following: Web Resources Heathfield, S. M. (2015). Human resources information system (HRIS). About Money. http://humanresources.about.com/od/glossaryh/a/hris.htm Monster. (n.d.). Sample job descriptions. http://hiring.monster.com/hr/hr-best-practices/recruiting-hiring-advice/job-descriptions/sample-job-descriptions.aspx Use this alphabetized guide for writing job descriptions and posts. Morrow, S. (2013). Hiring practices and social media. LegalZoom. https://www.legalzoom.com/articles/hiring-practices-and-social-media Learn how to use social media and stay within the law when hiring. Capella Resources Review the Technology Notes that support this unit's focus on selecting the best applicant for the position. Multimedia View the presentation Correlation: Measuring the Relationship Between Two Sets of Numbers. Optional Readings You may choose to browse the following in preparation for the unit assignment: CareerBuilder. (n.d.). http://www.careerbuilder.com/ Indeed. (n.d.). http://www.indeed.com/ Monster. (n.d.). http://www.monster.com/ SimplyHired. (n.d.). http://www.simplyhired.com/