**HRM Assignment 1 – Recruitment Plan**

Independent Practice Assignment #1

**Design a Recruitment Plan**

Great news! Just as expected, XYZ Company is growing! Sales are at record high levels, and the CEO has approved hiring five new production team members. Your job is to design a recruitment and hiring plan. Your plan should include:

1. A brief job description of the position (information obtained from the job analysis you have already completed).
2. The plan and activities for recruitment. Where will you find the applicants?
3. Discussion of how you will sort the applicants to determine who and how many will get an interview.
4. A plan for the interview process. Who will interview? What is your interview format? Include some sample interview questions.
5. Selection. How will you make your selection decision?