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| Student Name /ID Number | STO:                        |
| Unit Number and Title   | 3 Human Resource Management |
| Academic Year           | Fall 2017                   |
| Unit Assessor           | Dr. Madhava                 |
| I. V. Name              | Ms. Joyce Noronha           |
| Assignment Title        | The Job Application         |
| Issue Date              |                             |
| Formative Date          |                             |
| Submission Date         |                             |

**Submission Format:**

The submission is in the form of a completed individual portfolio folder, including specific documentation like: job specification, Person specifications, interview methods for selection criteria, and an evaluation of the process. The evaluation of HR practices and the process of recruitment and selection is a written piece of work with a recommended word limit of 500–1,000 words, although you will not be penalised for exceeding the total word limit.

**Unit Learning Outcomes:**

LO4 Apply Human Resource Management practices in a work-related context.

### Assignment Brief and Guidance:

Assume that you are working for Sohar Aluminium as an HR Manager in the HR Department- Recruitment and Selection section. You have been given a responsibility to recruit and select 40 new employees for various positions for upgraded production systems likely to operate in December 2017.

The aim of your task is to undertake the recruitment and selection process and complete a document portfolio. The document portfolio should include:

#### Task 14

1. An evaluation of the process and the rationale for conducting appropriate HR practices **P7** which includes:-
  - A. The design of a job specification for a mechanical technician job in Sohar Aluminium.
  - B. The design of a person specification for a mechanical technician job in Sohar Aluminium.
  - C. What are the types of interview would conduct to select mechanical technician
  - D. Write a detailed offer letter for selected mechanical technician candidate.

#### Task 15

2. Provide rationale for the application of specific HRM practices in a work-related context **M5**

#### Task 16

3. Critically evaluate employee relations and the application of HRM practices that inform and influence decision-making in an organisational context **(D3)**