

## Unit 3: Assignment



Read the Recruitment Process Benchmark and Best Practice Study located at the website:

<http://www.dop.wa.gov/SiteCollectionDocuments/Strategic%20HR/Research%20and%20Resources/Recruitment%20Process%20Study.pdf>

Write a 2-3 paper that addresses the following questions:

1. Which three best practices (listed on pages 8 – 12 of the Study) did you find to be the most effective? Why?
2. Why do you believe that it is important to use metrics and measures in the recruitment process?
3. How would you define applicant source return on investment and why is this important to monitor?

To successfully complete the assignments, the following are the minimum requirements:

- Complete a two- to three-page paper in APA format - 12 pt font, double-spaced, indented paragraphs, citations, reference list, etc.
- Include introductory and summary paragraphs.
- Limit the use of direct quotations - instead, paraphrase and cite the author's work.
- Reinforce your personal opinions with outside references and cite all works utilized.
- Demonstrate your understanding of the weekly objective(s) through your response.
- Ensure that a response to each question of the case study is included within your paper.

### **Instructor Tips for Project Success**

Make sure you have an Introduction and Conclusion. Utilize the actual three case questions in body of paper (can be in italics or color font) followed by your detailed answer for each question. At least one credible/scholarly resource is needed other than text to support your thoughts.

**Review the Grading Rubric below before starting this assignment.**

Unit 3 Assignment Rubric	Percentage	Possible Points
<ol style="list-style-type: none"> <li>1. Described three recruitment best practices and why they are effective.</li> <li>2. Explained why metrics and measures are important to use in the recruitment process.</li> <li>3. Provided a definition of applicant source return on investment and indicated why it is important to monitor.</li> <li>4. Used at least two credible or scholarly research (not to exceed 20% of content) to support thoughts.</li> </ol>	50%	20
Analysis and Critical Thinking: Responses demonstrated critical thinking and analysis and exhibited application of information.	30%	12
Clear business writing. Spelling and grammar are acceptable. Effective use of APA.	20%	8
<b>Total</b>	<b>100%</b>	<b>40</b>

### Directions for Submitting your Assignment

Compose your assignment in a Microsoft Word document and save it as Username-HR400 Assignment-Unit#.doc (Example: **TAllen- HR400\_Assignment-Unit3.doc**). Submit your file by selecting the Unit 3: Assignment Dropbox by the end of Unit 3.

**Reminder: Continue working on your Final Project due in Unit 9**