

Chief Executive Officer - Job Standards

Job Standards include: (Note: this is a representative list only - complete list provided with purchase)

KNOWLEDGE OF WORK:

- Thoroughly understands the role and function of personnel
- Knows how to recruit, screen, interview, and select qualified candidates
- Understands the organization philosophy, mission statement, goals and objectives
- Knows how to develop and maintain statistical data on employment trends: applicants, interviews, hirings, terminations, turnover ratio and the like
- Is fully conversant with regulations regarding hiring practices: EEOC, testing, ADA, Title VII, FLMA and the like
- Is fully computer literate in word processing, database and HRIS

QUALITY OF WORK:

- Ensures absolute accuracy in all employment functions -- recording, verifying, notating, filing, compliance with regulation
- Is thorough in all applicant processing -- completed applications, signatures, authorizations, references and related
- Maintains absolute confidence in all personnel matters

QUANTITY OF WORK:

- Maintains continuous contact with sources of applicants -- trade schools, employment agencies, state employment service agencies
- Conducts college and school recruiting, as appropriate
- Develops screening and testing techniques, including physical and other examinations
- Assist department heads to specify needs through the completion of a job profile
- Conducts labour market surveys to determine potential labour supply, wage demands, and other market dynamics
- Conducts personnel "needs assessments" with Division Managers to determine future personnel needs

PLANNING AND ORGANIZATION:

- Develops and maintains a standardized recruitment process that is easily initiated, tracked, and concluded for each placement
- Is organized; a place for everything and everything in its place
- Prioritizes tasks to ensure their timely completion