

### 5.3.8: Assignment- Recruiting and Selecting New Employees

You are a store manager at a natural beauty supply store, NatureU, a small chain that has three locations within 25 miles of one another. One of your day-shift managers, Rochelle, has just let you know she was accepted into medical school and will be moving in July.

#### Part 1: The Job Advertisement

Your task is to write an appealing job advertisement. As such a small company, NatureU does not have any standard language for job advertisements, but they did provide the following list of company values:

- We're dedicated to providing our customers with products they know are cruelty-free and eco-friendly.
- We're dedicated to helping our customers find the products that best suit their needs and help them display their natural beauty.
- We're dedicated to helping our employees grow and achieve their life and career goals.
- We're dedicated to enriching our local community by working with local providers and providing unique products.

Given these, write a job advertisement for a part-time day-shift manager position.

#### Part 2: The Interview

Your advertisement has brought in several candidates, and you've narrowed down the pool to a final three candidates to interview one on one. You want to ensure you evaluate the candidate fairly, so you've decided to have structured interviews, asking from a pre-established list of questions. Your task is to write a list of questions to be asked in each interview.

Submit your job description and your list of interview questions to your instructor as an email attachment.

#### Grading Rubric

Criteria	Not Evident	Developing	Proficient	Exemplary	Points
Organization and format	<b>2 pts</b> Writing lacks logical organization. It may show some coherence but ideas lack unity. Serious errors and generally is an unorganized format and information.	<b>3 pts</b> Writing is coherent and logically organized, using a format suitable for the material presented. Some points may be contextually misplaced and/or stray from the topic. Transitions may be evident but not used throughout the essay. Organization and format used may detract from understanding the material presented.	<b>4 pts</b> Writing is coherent and logically organized, using a format suitable for the material presented. Transitions between ideas and paragraphs create coherence. Overall unity of ideas is supported by the format and organization of the material presented.	<b>5 pts</b> Writing shows high degree of attention to details and presentation of points. Format used enhances understanding of material presented. Unity clearly leads the reader to the writer's conclusion and the format and information could be used independently.	<b>5 pts</b>

Criteria	Not Evident	Developing	Proficient	Exemplary	Points
Content	<b>2 pts</b> Some but not all required questions are addressed. Content and/or terminology is not properly used or referenced. Little or no original thought is present in the writing. Concepts presented are merely restated from the source, or ideas presented do not follow the logic and reasoning presented throughout the writing.	<b>3 pts</b> All required questions are addressed but may not be addressed with thoughtful consideration and/or may not reflect proper use of content terminology or additional original thought. Additional concepts may not be present and/or may not be properly cited sources.	<b>4 pts</b> All required questions are addressed with thoughtful consideration reflecting both proper use of content terminology and additional original thought. Some additional concepts may be presented from other properly cited sources, or originated by the author following logic and reasoning they've clearly presented throughout the writing.	<b>5 pts</b> All required questions are addressed with thoughtful in-depth consideration reflecting both proper use of content terminology and additional original thought. Additional concepts are clearly presented from properly cited sources, or originated by the author following logic and reasoning they've clearly presented throughout the writing.	<b>5 pts</b>
Development – Critical Thinking	<b>4 pts</b> Shows some thinking and reasoning but most ideas are underdeveloped, unoriginal, and/or do not address the questions asked. Conclusions drawn may be unsupported, illogical or merely the author's opinion with no supporting evidence presented.	<b>6 pts</b> Content indicates thinking and reasoning applied with original thought on a few ideas, but may repeat information provided and/ or does not address all of the questions asked. The author presents no original ideas, or ideas do not follow clear logic and reasoning. The evidence presented may not support conclusions drawn.	<b>8 pts</b> Content indicates original thinking, cohesive conclusions, and developed ideas with sufficient and firm evidence. Clearly addresses all of the questions or requirements asked. The evidence presented supports conclusions drawn.	<b>10 pts</b> Content indicates synthesis of ideas, in-depth analysis and evidence beyond the questions or requirements asked. Original thought supports the topic, and is clearly a well-constructed response to the questions asked. The evidence presented makes a compelling case for any conclusions drawn.	<b>10 pts</b>

Criteria	Not Evident	Developing	Proficient	Exemplary	Points
Grammar, Mechanics, Style	<b>2 pts</b> Writing contains many spelling, punctuation, and grammatical errors, making it difficult for the reader to follow ideas clearly. There may be sentence fragments and run-ons. The style of writing, tone, and use of rhetorical devices disrupts the content. Additional information may be presented but in an unsuitable style, detracting from its understanding.	<b>3 pts</b> Some spelling, punctuation, and grammatical errors are present, interrupting the reader from following the ideas presented clearly. There may be sentence fragments and run-ons. The style of writing, tone, and use of rhetorical devices may detract from the content. Additional information may be presented, but in a style of writing that does not support understanding of the content.	<b>4 pts</b> Writing is free of most spelling, punctuation, and grammatical errors, allowing the reader to follow ideas clearly. There are no sentence fragments and run-ons. The style of writing, tone, and use of rhetorical devices enhance the content. Additional information is presented in a cohesive style that supports understanding of the content.	<b>5 pts</b> Writing is free of all spelling, punctuation, and grammatical errors and written in a style that enhances the reader's ability to follow ideas clearly. There are no sentence fragments and run-ons. The style of writing, tone, and use of rhetorical devices enhance the content. Additional information is presented to encourage and enhance understanding of the content.	<b>5 pts</b>
<b>Total:</b>					<b>25 pts</b>

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