

Careers:

Who Would You Hire?

Imagine that you are a recruiter (someone who helps find people for jobs) at a large company. Your supervisor has given you the following three jobs that you need to fill. You also have a list of eight possible candidates (potential employees) to consider for the positions. Read the descriptions of the three jobs and the eight candidates, and choose two of the candidates that you would invite to interview for each job. You can choose the same candidate for more than one job.

Job Descriptions:

Job #1: Administrative Assistant

The billing office at your company needs an administrative assistant. This person would be responsible for answering phones, sending and receiving mail, typing letters, and assisting clients who have questions about their bills. Candidates do not need to have prior experience as an administrative assistant, but it would be helpful. The ideal candidate would have good computer skills and be friendly and helpful on the phone.

Which two candidates would you invite to interview for this job? Why?

Job Descriptions:

Job #2: Billing Clerk

The billing office also needs a clerk. This person will be responsible for receiving bills and payments and entering them in the computer system. This person would not have to answer phones or talk to clients. No prior experience is required. This position would be ideal for someone who doesn't mind working alone for most of the day and is comfortable with numbers and financial information and has good computer skills.

Which two candidates would you invite to interview for this job? Why?

Job Descriptions:

Job #1: Warehouse Inventory Supervisor

The warehouse at your company needs to hire a new supervisor to manage the inventory (the merchandise and supplies kept in the warehouse). This person would be responsible for ordering items that are needed and supervising the warehouse assistants. This person would ideally have experience supervising other employees and be able to keep track of many different things at the same time.

Which two candidates would you invite to interview for this job? Why?

Potential Job Candidates:

Beth: Beth recently graduated from community college and is looking for her first job. While she was in school she worked in the student help center at the school assisting other students with questions about their schedules and finding different offices and services on campus. Beth likes working with people and is friendly and outgoing. She would eventually like to be an office manager. She feels comfortable working on the computer and with different types of technology.

Bill: Bill recently lost his job as a shift supervisor at a factory when the factory closed down. He was responsible for supervising six other employees at his last job and he likes a job where he can be up and moving around rather than sitting at a desk. Bill does not have a lot of experience using computers, but he is very organized and likes to develop systems to keep track of things.

Ella: Ella recently moved to the area from another state. She previously worked as a data entry clerk (someone who enters information into a computer or other system). Ella is very good with computers and numbers, but she can be very shy and does not like to spend a lot of her time talking to other people. She would prefer a job where she can focus on one or two tasks at a time.

Juan: Juan recently finished high school and is looking for his first full time job. He is very outgoing and likes helping people. He learns new skills quickly and feels comfortable using a computer. He is also fluent in Spanish and English. He previously worked at Target during the summers and after school as a cashier.

Patel: Patel is currently taking evening classes to become an accountant. He is looking for a full time job where he can work during the day. He would like to find a job related to finance to help him gain experience in the field. Patel is friendly and outgoing and likes working with numbers and computers. He previously worked part time as a teller at a bank.

Aki: Aki is currently a supervisor at a clothing store at the mall, but would like to find a job with a regular schedule, as she works a lot of evenings and weekends at the store. Aki is very good with managing other employees and helping customers. She is also very good with keeping track of many different tasks at the same time. She has experience receiving stock that comes in for the store, and keeping track of price changes and setting up displays of merchandise.

Mike: Mike is currently working as a greeter at WalMart. He loves working with people and talking to the people that come in the store. He prefers talking to people in person or on the phone to writing and sending emails. He is comfortable using the computer but does not really like working with numbers.

Kari: Kari is really good with numbers and money. She currently works part time handling billing for a construction company but is looking for a full time job. She doesn't mind working alone, but likes working with people as well. She would like to work for a larger company where she could have the opportunity to get a promotion after a few years.