BUS 210: Human Resource Management

Student’s Name:

Institution:

Lecturer:

Role of a Candidate

Business Operations Manager – [https://www.media-match.com/usa/media/current/business-operations-manager-job-25389001?rf=jb&js[jtg]=100](https://www.media-match.com/usa/media/current/business-operations-manager-job-25389001?rf=jb&js%5bjtg%5d=100)

I am interested to work as a Business operation manager (BOM) as advertised by the Entravision Communications Corporation (ECC). I am convinced that the job and the company suit my capabilities and qualification, and provide a chance to work in a desired environment. Therefore, I considered various factors that elevate my interest to apply for the BOM job at the ECC. First, the ECC is a broadcasting company that target majority of the Spanish population, despite owning English-language media and stations. I developed proficiency in English and Spanish because I grew up in a Spanish resident in Texas, before moving to New York. Therefore, my abilities to fluently communicate in both languages demonstrate my flexibility to perform different tasks in the organization. Secondly, I have great passion in working as a business operation manager, as I have attained a bachelor’s degree in business management. Besides, I have worked as an intern and an assistant BOM for more than two years.

 The BOM job description is divided into several sections that highlight the summary, essential functions, competencies, working hours, educational requirements, and other duties. It highlights that the new employee is expected to control and to oversee how the local television and radio company runs its business. The specific mandate concerns managing business affairs and organizing the accounting and financial functions (The Media Match Network, 2021). Besides, it highlights the competency level that constitutes flexibility, knowledge in multiple software systems, communication skills, leadership, and teamwork. Also, an individual must attain a bachelor’s degree in business administration and a work experience of two years, or more. Additionally, proficiency in Spanish language is a guarantee for all applicants because it focuses on Hispanic audiences. Nonetheless, it indicates that responsibilities could change as the company evolves. I consider that the job description has done well in indicating wide ranging requirements; however, it failed to highlight the salary range that is critical for every job seeker.

 The company’s career page has specific features that a job seeker uses to explore the employment opportunities. For instance, it allows an individual to create an online account where the organization can communicate additional information, or advertisements for other related jobs. Similarly, the career website has an icon for job alert, where the job seekers present their email address for notifications. It enables individuals to acquire first-hand information regarding the vacancies at the company. The page also indicates the job location that ranges from different cities and Spanish nations. It allows the applicants to determine whether or not they would work from the desired residences or cities. Lastly, the Entravision Communications Corporation career page indicates the job department that demands more employees, which allows applicants to relate with their qualifications. This webpage tells me that the company is well organized and precise with the people it seeks to employ.

Role of the Recruiter

 The recruitment process is the most critical function for an organization that focuses on long-term goals and objectives. For this reason, there are specific essential aspects that the hiring manager must know before engaging in this procedure. First, an individual must understand the company’s unique culture, and traditions that are integral for recruitment (Rivera, 2012). In this case, the job seekers must display particular attributes that would preserve the institution’s values. For instance, an employee at the Entravision Communications Corporation should fluently speak and communicate in Hispanic. Secondly, the hiring manager should know the company’s visions and objectives, as they guide towards the desired goals. It is an aspect that helps the organization to assemble a competent and skillful team of employees that would enhance its performance. Thirdly, the hiring manager should know the quality of the present employees, which determines the value of the job seekers. Therefore, those will minimum qualifications and attributes are phased out.

 In this case, I will select the internship and apprenticeships programs as my recruitment strategy. An internship allows inexperienced and fresh graduates to fill into possible vacancies at the company, for knowledge and skill acquisition (Daniel, 2011). Similarly, the apprenticeships demand the institution to offer specialized training to new employees at the armature stage of their work experience. In both programs, the job seekers have little or no skills regarding the roles and responsibilities at the company. Nonetheless, the hiring manager will employ the five factor personality model as the most effective assessment tool for such candidates. The evaluation tests determine the five integral personalities such as extraversion, agreeableness, conscientiousness, openness, and neuroticism (DeShong et al., 2015). It assesses individuals’ capabilities to interact, and to work with others. In this case, the candidate should be warm and friendly, and must display abilities to resolve conflicts. Besides, it measures the applicants’ capacities in skills and knowledge acquisition.

 The interview will demand the applicant to demonstrate their unique abilities and skills that are particular to the specified role. Besides, individual must provide their credentials, which helps the hiring manager prioritize those with particular academic qualifications. Besides, the interview experience for the potential candidates will entail open-ended and semi-structured interviews with the hiring manager. Besides, the individuals are expected to fill the assessment questionnaires that determine the levels of their five-factor personalities. In this case, the best fit candidates must meet the established levels of academic qualifications and the desired personalities (Daniel, 2011). The job seekers must demonstrate openness to ensure they are willing to learn new skills and knowledge. Besides, they should possess the extraversion and agreeableness attributes that assures their capacity to work with others.

References

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