**Week 6 Assignment**

From: Traci Goldeman
To: Bradley Stonefield
Subject: Recruitment and Selection Strategies

Hello Bradley,

That is exactly what I was going to suggest. I will have my team develop some recruitment and selection strategies that should work well for your business. One important thing to remember, and my team is aware of this: we need to focus on strategies that will work in Austin, Texas. The strategies you use there might be different from strategies you would use in other places.

I shouldn't need to get any additional information from you for this task. We'll start working right away, and I should have some strategies to you soon.

Traci Goldeman, Consultant Manager
Atwood and Allen Consulting

Hey Traci,

It's Bradley again. I got the training plan you sent over and it looks fabulous. Your team did a great job. Make sure to give them my kudos! I feel like we're really close to having everything we need. I just need some recruitment and selection strategies, and I should have everything I need from you. What do you think?

Bradley Stonefield
Landslide Limousines
Austin, Texas

Hello Bradley,

Thank you for your e-mail, and yes, we will provide a training plan for you using the information you provided for us. We should have something drafted for you soon. I will be in touch when we do, but don't hesitate to contact me if you have any questions or concerns.

Traci Goldeman, Consultant Manager
Atwood and Allen Consulting

Hey Traci,

Thanks for the performance management strategies you sent over. There were some great recommendations given. I'm excited to see what your team can come up with for a training plan. I know there are a lot of variables involved, but one of my concerns is about the cost of the training plan.

Just keep in mind that my annual net revenue for the first year is going to be -$50,000. That will change, though, because my expected annual revenue growth is -5%. You'll probably also need to consider that I'm planning for 25 employees. Oh, and one more thing: I expect my annual turnover to be about 10%.

If your team could come up with an effective and efficient training plan, that would be tremendous.

Thank you so much,

Bradley Stonefield
Landslide Limousines
Austin, Texas

**The Assignment**

From: Traci Goldeman
To: You
Subject: Recruitment and Selection Strategies Recommendations

Hello,

There is only one more task I need you to complete. I need you to recommend some recruitment and selection strategies for the client. Check the Client Communication to make sure you have all the information you'll need.

Include the following in your recommendation:

* Organizational goals
* Forecasted demographic changes
* An analysis of projected workforce needs - for the next 5 years based on organizational goals as well as demographic changes
* Workforce diversity objectives
* Organizational branding
* Methods for recruiting Candidates
* Methods for screening candidates
	+ Interview methods
	+ Testing procedures
	+ Interview process considerations
* Methods for selecting candidates

The clients and I are grateful for your work, and I'm sorry to see our work together coming to an end. I wish you the best of luck in your future endeavors.

Thanks for everything!

Traci Goldeman
Manager
Atwood and Allen Consulting

Required Elements:

* Impact of organizational diversity on the organization
* Laws to consider for recruitment and selection