

# Managing people

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# Give some information about:

- recruitment itself
- Requirement to the application form
- Possible sources of applicants
- interview
- Kinds of training for employees

# Complete the sentences:

- If an employer is going to have a successful business he should...
- The main objective of the personnel is...
- When you are selecting an employee you should...
- The position description has 2 parts: ...
- It's better to seek for an employee at...
- You can also look through ...

- An application form should ...
- At the interview an applicant ....
- And the interviewer ...
- References are required to ...
- On-the-job training an employee usually receives ...

# •Help Wanted!!!

What information should it contain?



# Job advert items:

- ◉ Job title
- ◉ Employer or recruitment agency
- ◉ Job base location
- ◉ Succinct description of business
- ◉ Organization/ location activity and market position and aims
- ◉ To whom the position reports
- ◉ Outline of job role and purpose
- ◉ Indication of scale, size, responsibility, timescale and territory of role (full-time, part-time, permanent, contract)
- ◉ Outline of ideal candidate profile
- ◉ Indication of qualifications and experience required
- ◉ Salary or salary guide
- ◉ Other package details (pension, car, etc.)
- ◉ Contact details (address, phone, fax, email)

# Marketing Director, UK & Ireland

- Our Marketing function shapes and supports the development and deployment of messages and programs that build our relationships and reputation.
- The Sub-Areas play a critical role in our Marketing organization through shaping our plans, customizing our programs and driving deployment. We now have a fantastic opportunity for someone to come in and head up our Marketing function within our UKI sub area. New and exciting changes have just taken place so it's a great time to be here to influence those changes.

# You responsibilities as a Marketing Director will include:

- Leading all marketing resources
- Developing and driving a program of marketing initiatives to respond to the agreed strategy and needs
- Ensuring that views are fully reflected in the development of EMEIA programs and participating in the development of these programs
- Ensuring appropriate customization and effective roll-out of agreed EMEIA marketing initiatives.



# Qualifications/skills you'll need as a Marketing Director:

- The ability to influence and manage relationships
- Have personal credibility both with partners and externally
- Brand development experience
- Client relationship marketing and account planning experience
- Project management experience.
  
- At Ernst & Young our inclusive work environment means that everyone's opinion is valued. This enables us to provide better advice and ideas to our clients, which in turn helps you develop as an individual to achieve your potential and make a difference.
  
- Job Reference: UNI002X1/KH
- Contact: Ernst & Young LLP

# Employee satisfaction

- Work/life harmony
- Affiliation
- Growth
- Reward
- Safety/security

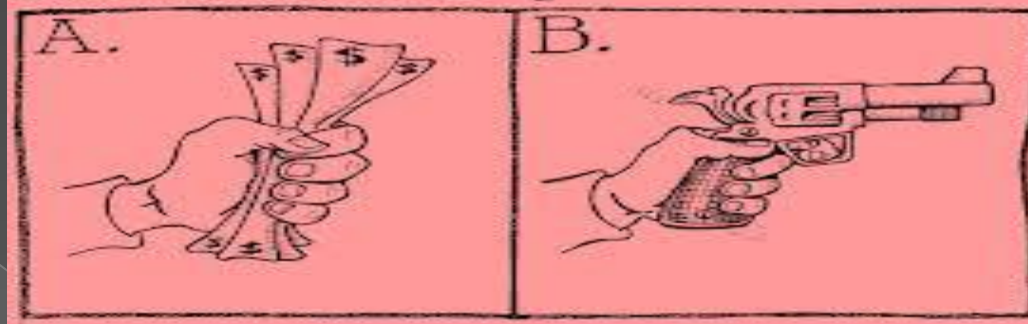


# Employee motivation

- Take actions that will increase employee satisfaction



## How to motivate people :



- update them about any company information that may impact their work.
- Communicate daily with every employee who reports to you. Even a pleasant “good morning” enables the employee to engage with you.
- Communicate openly, honestly and frequently.

- Provide the opportunity for employees to develop their skills and abilities. Employees want to continue to develop their knowledge and skills. Employees do not want jobs that they perceive as no-brain drudge work.



# Employees gain a lot of motivation from the nature of and the work itself.

- Provide more authority for the employee to self-manage and make decisions.
- Expand the job to include new, higher level responsibilities. Assign responsibilities to the employee that will help him or her grow their skills and knowledge.
- Provide the employee a voice in higher level meetings; provide more access to important and desirable meetings and projects.
- Provide more information by including the employee on specific mailing lists, in company briefings, and in your confidence.



Thanks  
for your hard work!