

ASSESSMENT # 5

Total Marks: 30

1. What is the first thing a manager should do before starting on the recruitment process? **10**
2. Explain the important points which should be included in the job description. **10**

Activity

You are a manager in a hotel. You have to recruit a hotel front desk clerk, who will be responsible for room reservations, providing information and services to guests and will receive payments. **10**

Keeping in view the above

- a) Prepare a job description for the mentioned post.
- b) Which procedures will you adopt for advertising the post?