

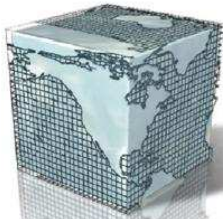
NEWSLETTER

ORANGE RECRUITING (PTY) LTD



Your Specialists in Supply Chain Recruitment

T +27 (11) 807 8102 | www.orangerecruiting.co.za
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Bizarre World

Edward Blaine was having a bad day. How bad was it, you ask? When he tried to rob a bank in Port Royal, Virginia, he dropped half the money on the way out, then discovered he had locked his keys inside the getaway car. That's when the angry civilians caught up to him. He tried to flee but was run down and in the struggle he managed to shoot himself in the leg.



Sizzler of the Month

Planning ahead is not a bad idea!

"THERE ARE THREE INGREDIENTS IN THE GOOD LIFE:
LEARNING, EARNING AND YEARNING"
CHRISTOPHER MORLEY



Useful Steps to Develop Effective Job Specs

Gather the appropriate people for the task. The manager to whom the position will report takes the lead to develop a job description, but other employees who are performing similar jobs can contribute to the development of the job description. Additionally, if the position is new and will relieve current employees of work load, they should be part of the discussion. A first position? The manager or company owner can develop the job description on his or her own.

Perform a job analysis. You need as much data as possible to develop a job description.

The job analysis may include:

- The job responsibilities of current employees,
- Internet research and sample job descriptions online or offline highlighting similar jobs,
- An analysis of the work duties, tasks, and responsibilities that need to be accomplished by the employee filling the position
- Research and sharing with other companies that have similar jobs, and articulation of the most important outcomes or contributions needed from the position.
- The more information you can gather, the easier the actual task to develop the job description will be.

Write the job description. Your company may have a format for job descriptions so check with Human Resources. Often, however, all Human Resources expects is a list of the responsibilities and they prefer to develop the final format

congruent with job descriptions across the company.

These are the normal components of the job description:

- Overall position description with general areas of responsibility listed
- Essential functions of the job described with a couple of examples of each
- Required knowledge, skills, and abilities
- Required education and experience
- A description of the physical demands
- A description of the work environment

Your company and your process may vary, but these components give the employee clear direction.

Review the job description periodically to make sure it accurately reflects what the employee is doing and your expectations of results from the employee.

Use the job description as a basis for the employee development plan (PDP) An employee's job description is integral in the development of his or her quarterly employee development plan.

An effective job description establishes a base so that an employee can clearly understand what they need to develop personally, and contribute within your organization. Develop job descriptions to provide employees with a compass and clear direction.

Orange Recruiting Update

We are happy to announce our six month anniversary at our new premises, 357 Rivonia Boulevard.

Our new telephone numbers are

(011) 807 8102 or
(011) 807 8122.

For our full updated details and a map to our new premises please feel free to visit our website.



From the beginning of May Orange Recruiting was happy to welcome Mandi Botha to the company as our new Admin Manager. Welome Mandi! We hope you will enjoy your time with us!

Another exciting change within Orange Recruiting was Inez Labuschagne moving out of Admin and into a Recruitment Specialist role.

