

## **Chief Executive Officer - Job Standards**

Job Standards include: (Note: this is a representative list only - complete list provided with purchase)

### **KNOWLEDGE OF WORK:**

- Experienced in interviewing techniques, principles and practices
- Understands the operation of the organization in general terms and how to interpret job content
- Sufficiently conversant with all employment and personnel policies to effectively communicate information to potential candidates
- Knows how to administer and score aptitude, personality, and skills tests
- Fully trained in the use of personal computers (word processing, HRIS, skill testing) as a tool to electronically perform manual tasks
- Totally familiar with all regulations regarding interviewing practices -- questions that can and can't be asked, how interview should be conducted, ADA, EEOC, and related considerations

### **QUALITY OF WORK:**

- Correctly and thoroughly processes all forms, tests, and adheres to regulatory requirements with regard to interviewing candidates for employment, in person, by letter, or by telephone
- Conforms to all regulations regarding job-applicant processing and interviewing
- Uses a systematic approach to interviewing -- proper job specifications, predetermined salary range, specific closing date, communication process with qualified applicants, etc.
- Is thorough -- obtains all specified and required information in a timely manner

### **QUANTITY OF WORK:**

- Schedules and conducts a minimum of \_\_\_\_ interviews weekly
- Ensures all applicant tracking data and processing documentation is maintained in a current state
- Meets predetermined deadlines
- Compiles reports classifying applicant status, submits to department manager, and schedules final interviews
- Maintains on-going record of activities and submits periodic reports as required

### **PLANNING AND ORGANIZATION:**

- Keeps interviewing process well organized; a file for each candidate, an interview time, supporting documentation, interview guide, tests and related
- Uses interview room to make most productive use of space and time
- Plans day to ensure sufficient time to conduct interviews, verify facts, prepare summary reports, and receive telephone calls from references and other verification sources