

Marco normativo

El procedimiento para la selección de personal debe ajustarse a los principios del código de ética de la empresa y la aplicación del "Manual Operativo del Departamento de Recursos Humanos".

En cumplimiento de las regulaciones oficiales e internacionales se recomienda la consulta de las siguientes normas:

- ISO 27001: Selección de personal
- ISO 37001: Contratación de personal
- ISO 30408: Gestión de Recursos Humanos
- ILO General principles and operational guidelines for fair recruitment

Revisión

El MANUAL DE SELECCIÓN DE PERSONAL ADMINISTRATIVO 2023 es un producto de la revisión del MANUAL DE SELECCIÓN DE PERSONAL ADMINISTRATIVO 2015 que tiene como antecedentes:

- GUÍAS PARA LA CONTRATACIÓN DE PERSONAL ADMINISTRATIVO (2002)
- MANUAL DE CONTRATACIÓN DE PERSONAL ADMINISTRATIVO (2003)
- MANUAL DE SELECCIÓN DE TALENTOS ADMINISTRATIVOS 20010

Este manual está actualizado al 01/07/2022 y estará sujeto a revisiones futuras

Responsables

La EMPRESA es responsable del contenido de este manual. La información presentada ha sido diseñada por los representantes del departamento de Recursos Humanos en colaboración con los líderes del área administrativa. Ante cualquier duda o comentario, dirigirse a las oficinas de RRHH o al número XXX-XXXXXX.

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Federico Frischknecht



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El manual de acogida en la empresa Ana Isabel Córcoles Cubero, 2007 **Manual. Técnicas de recepción y comunicación (MF0975_2). Actividades administrativas en la relación con el cliente (ADGG0208). Certificados de profesionalidad** Jose Carlos Torres Martín, 2019-09-23 El libro posee todos los recursos necesarios para alcanzar su objetivo principal la consecución de la acreditación de la competencia profesional incluida en el Certificado de profesionalidad donde se integra En este caso el Módulo MF0975_2 Técnicas de recepción y comunicación es una importante formación incluida en el Certificado de Profesionalidad Actividades administrativas en la relación con el cliente ADGG0208 publicado en los Reales Decretos 1210 2009 y 645 2011 La información de los Reales Decretos donde se inserta la formación de este Módulo define las siguientes capacidades que se pretende adquirir C1 Identificar la estructura funcional de organizaciones tipo y de la Administración Pública distinguiendo los flujos de información en las comunicaciones orales o escritas de forma presencial telemática o electrónica y sus medios de canalización C2 Aplicar las técnicas de comunicación oral presencial o telemática transmitiendo información de acuerdo con los usos y costumbres socioprofesionales habituales de organizaciones e interlocutores tipo C3 Aplicar el proceso de recepción acogida y registro de visitas en situaciones tipo desarrollando las habilidades de comunicación convenientes en cada una de las fases C4 Aplicar técnicas de comunicación escrita en la redacción y cumplimentación de información y documentación oficial o privada mediante la utilización de medios ofimáticos y electrónicos C5 Aplicar las técnicas de registro público y privado y distribución de la información y documentación facilitando su acceso seguridad y confidencialidad Para la consecución de los objetivos se ofrece al alumno un material completo en el que se incluyen todos los recursos necesarios para el aprendizaje del programa docente Ficha técnica del curso Objetivos generales y específicos Desarrollo teórico ajustado 100% al programa del curso Recursos complementarios tablas gráficas destacados ejemplos etc Ejercicios prácticos y de autoevaluación con soluciones Resumen por tema Documentación adicional Glosario de términos y Bibliografía **Organización de la empresa constructora** Gerhard Dressel, 1976 **Contra el fraude** Diego Cano, 2011-07 En la actualidad el fraude es uno de los grandes flagelos que azota al mundo de los negocios hoy en día Para dimensionarlo alcanza un ejemplo según la investigación conducida por la Association of Certified Fraud Examiners las empresas pierden un 5% de sus ingresos anuales debido a los distintos mecanismos fraudulentos Diego Cano quien cuenta con 15 años de experiencia en prevención e investigación de fraudes ha sistematizado aquí su propia vivencia de manera ordenada y objetiva brindando la posibilidad de que otros utilicen este conocimiento en sus lugares de trabajo Nadie antes había catalogado con tanto detalle y buena pluma las nociones principales de fraude sus tipificaciones sus características las condiciones que deben darse para que emerja los sistemas de alerta y los dispositivos de control más efectivos Cano ha creado un excelente libro para los profesionales del ámbito anticorrupción Contra el Fraude provee de importantes datos sobre cómo el fraude es prevenido y detectado fijando el foco en los temas de interés para los examinadores de fraude en América

del Sur Es una gran fuente de informaci3n pr3ctica y muy til James D Ratley presidente de la Association of Certified Fraud Examiners acfe Diego Cano es country manager de fti Consulting en la Argentina Es tambi3n profesor de Estructura Econ3mica en la Universidad del Salvador y Sociolog3a Econ3mica y Econom3a Pol3tica en la Universidad de Buenos Aires Cano es licenciado en Ciencia Pol3tica posee un M3ster en Administraci3n de Empresas de la Universidad de S3o Paulo y es adem3s uno de los argentinos con Certificado de la acfe

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Alta direcci3n, 1996 *Human Resource Management* R. Wayne Mondy, Robert M. Noe, 2005 A balance of practical and applied material which also underpins the crucial theoretical concepts that are being applied in today's human resources For undergraduate graduate courses in Human Resource Management

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Salud p3blica de M3xico, 2011 **Memos de investigaci3n**, 1997 **El control interno en las empresas del estado** Hugo Edelman, 1991 Organizaci3n Federico Frischknecht, 1978 **Siderurgia latinoamericana**, 1983

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