

REALISTIC JOB PREVIEW (RJP) TIPS FOR EMPLOYERS

What is a RJP?

- A tool used by employers to educate job seekers about the workplace
- Portrays the strengths (rewards) and weaknesses (challenges) of the employment setting
- Allows job seeker to make educated decision about applying
- Extends beyond the basic job duty requirements
- Comes in multiple formats depending on employer's capability
- Helps to reduce inflated expectations
- Helps to form coping mechanisms to avoid job failure and reduces anxiety

What are Types of RJP's?

- Video presentations
- Online video clips
- Online/hardcopy description/ brochures
- Work simulations
- Automated job information telephone systems

Benefits of an RJP

- Inexpensive
- Lower hiring & turnover rates
- Instills realistic job expectations
- New hires experience less entry shock
- Opportunity to market job & company

Information to Include in a RJP

- Describing a typical day
- The organization's vision, mission, and values (culture)
- Aspects of the job that have been difficult others
- Aspects of the job that have been rewarding for others
- Opportunities for advancement and professional development
- Compensation and benefits realities
- Unique requirements: travel, physical demands, shift work, overtime, cold calling, customer complaints
- Pending reorganizations or layoffs
- Steps in the selection process
- Have message credibility
- Include feeling as well as information

How to Do a RJP

- Use a job analysis typically used to create job descriptions
- Collect positive & negative information about the position and the organization
- Interview small groups of current employees and managers about most & least satisfying parts of job or create an attitude survey they can fill out
- Be sure to collect their feelings about the work
- Tally results into content areas that should be included in RJP
- Determine best medium of RJP based on budget and resources

Consider utilizing an outside source to gather the most truthful information