

- ### Today – Recruitment and Selection
- ▶ Describe the stages involved in the recruitment and selection process
 - ▶ Define the terms ‘job analysis’, ‘job description’ and ‘person specification’
 - ▶ Analyse the purpose of each term and use this knowledge to produce a job description and person specification



Advertising Vacancies

	Internal recruitment	External recruitment
Description	filling a vacancy by an existing employee.	filling a vacancy by someone who will be new to the business
Advantages	Usually advertised on notice boards, by email, internal websites or internal newsletters	Advertised in newspapers, specialist magazines, recruitment agencies, job centres, websites or shop windows?!
Disadvantages		

Advertising Legislation

Many countries have laws promoting equal employment opportunities.

- ▶ People should be paid according to job role, not gender
- ▶ People should be hired according to qualifications, skills and experience, not gender, age or disability

Firms need to be careful about wording, otherwise they can be fined and prosecuted.



Applying for Jobs – CV's

'Curriculum Vitae' or 'Resumes' are written summaries of a person's qualifications, skills, experiences and qualities.

It is used alongside application forms and/or letters to decide if the person matches the job description and person specification.

If they do, they will be shortlisted and asked to interview.



CVs

- ▶ Should be word-processed, clearly laid out and brief.

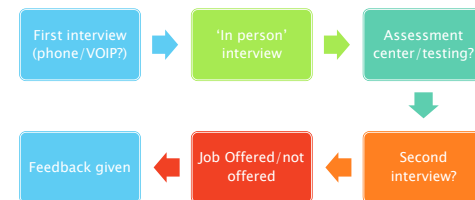
▶ Contain...

- Name and contact details
- Education and qualifications (with dates)
- Work experience and employment (with dates and brief bullet points outlining roles and achievements)
- Personal interests
- Names and contact details for at least two references



Interviews

Meeting and talking to short-listed applicants to assess ability, personal qualities and obtain detail/clarification on application content.



What are they like?

Interviews vary between businesses and industries, but usually include combinations of...

- ▶ A tour and 'meet and greet' with future colleagues
- ▶ Interview with owners/potential managers/colleagues
- ▶ Aptitude tests (to assess skills such as ICT)
- ▶ Personality tests (to judge if the person will 'fit in' or be successful in the culture)
- ▶ Group tests (to judge teamwork/communication skills)



Interviews

Typical questions include...

- ▶ Why have you applied?
- ▶ What do you know about the company?
- ▶ What do you have to offer?
- ▶ What are your ambitions?
- ▶ What do you do in your free time?
- ▶ Tell me about a time when you...
- ▶ Do you have any questions to ask us?

Etc.



Types of Training

1. Draw the table on page 228, then use pages 225-228 to fill it in (S)
2. Complete activity 14.8 on page 229 (G)
3. Answer question 14 on page 232 (Ex)

This will be important to your 'classwork' grade in your reports!

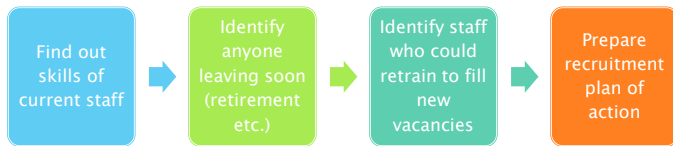


Why is training necessary?



Workforce Planning

Establishing the workforce needed by the business for the foreseeable future in terms of the number and skills of employees required.



Retrenchment

Reducing the number of employees

Dismissal

Where the worker is asked to leave their job because of problems with their conduct or performance.

Redundancy

Where the worker is no longer needed and so loses their job, not because they are unsatisfactory. May involve a 'redundancy payment' made to them depending on how long they have worked for the company.

