**1.4.2 Recruitment, selection and training**

1. Use the words listed below to complete the table showing the advantages and disadvantages of internal and external recruitment.

|  |  |  |  |
| --- | --- | --- | --- |
| Internal recruitment | | External recruitment | |
| Advantages | Disadvantages | Advantages | Disadvantages |
| Employees characteristics already known  Opportunity for promotion motivates employees | May cause conflict between employees  Limits new ideas coming into the business | Wider talent pool from which to select  Expands the company’s knowledge base | Higher recruitment costs  May take longer to fill a vacancy |

1. Place each term under the correct heading.

|  |  |
| --- | --- |
| Recruitment | Selection |
| Person specification  Job description  Advertisement | Assessment centre  Curriculum vitae  Interview |

3a. Distinguish between internal and external recruitment.

Internal recruitment is when a vacancy is filled by an individual who already works for the organisation. If the vacancy is filled by an individual new to the organisation this is external recruitment.

3b. Distinguish between on-the-job and off-the-job training.

On-the-job training takes place within the workplace whereas off-the-job training requires the employee to go to an external organisation away from the workplace.