**BTEC Assignment Brief**

|  |  |  |
| --- | --- | --- |
| **Qualification** | Pearson BTEC Level 3 National Extended Certificate in Business  Pearson BTEC Level 3 National Diploma in Business | |
| **Unit number and title** | **Unit 8: Recruitment and Selection Process** | |
| **Learning aim(s)** | **B:** Undertake a recruitment activity to demonstrate the processes leading to a successful job offer  **C:** Reflect on the recruitment and selection process and your individual performance | |
| **Assignment title** | **8.2 The Recruitment and Selection Process** | |
| **Assessor** |  | |
| **Issue date** | 28/11/16 | |
| **Hand in deadline** | 12/12/16 | 6 hours learners work |
|  | | |
|  | | |
| **Vocational Scenario or Context** | The large business of 250+ employees you used for your case study in learning aim A has asked you to prepare appropriate documentation for them to use in a recruitment and selection activity, and demonstrate your interviewing skills.  You will be required to take the part of both the interviewer and the interviewee for a specific job role. | |
|  | | |
| **Task 1** | **Portfolio of recruitment documents**  You will need to research a range of job roles from the large business that you used for your case study, and choose an actual job role that would be appropriate for you to apply for now or in the near future.  You will need to research the business, and analyse the requirements of this job. Using this research, compile a portfolio that evidences your application for this job role and can be submitted to your peers for their review.  This portfolio must comprise a set of documents that adheres to equal opportunities legislation and include:   * the job description and person specification * the job advert with examples of where this job was placed * a set of interview questions designed by you that are suitable for this job role and will allow a candidate to demonstrate analytical responses, and an appropriate interview feedback form * your personal application for this job role to include a: * completed application form * personal CV * letter of application   Submit your portfolio to a group of your peers for their review. Using their feedback and suggestions for improvement prepare an evaluation of the documentation you have produced.  **Selection Interviews**  You will now proceed to the selection interviews. You will need to take part in at least two interviews, taking on the role of both interviewer and interviewee. You will need to demonstrate analytical questioning and answering skills in your interviews. These interviews will be observed by assessors or other persons who will provide feedback on your performance.  For both roles, you will be given feedback on your communication and employability skills demonstrated in the interview situations.  You will now need to reflect on the recruitment and selection process, using the feedback given. Prepare an evaluation of how well the documents prepared and your participation in the interview activities supported the process for a job offer.  **Self-critique report**  After your participation in the recruitment and selection process you now need to carry out a self-critique; evaluating what went well, where there is room for improvement, how this can be achieved and why it is important to do so. You have been asked to document this in a reflective report that measures your individual performance against best practice.  Using your feedback from your performance both as an interviewer and as an interviewee identify the skills shown in your performances. Prepare a personal skills development plan that analyses how developing these skills will support the development of your employability skills in future interview situations.  Conclude your report with an evaluation that draws reasoned conclusions as to how this developing these skills will support your future career. | |
| **Checklist of evidence required** | * a portfolio of recruitment and selection documents * a reflective report * feedback from peers, assessors and others * witness testimonies of the interviews that you took part in | |
| **Criteria covered by this task:** | | |
| Unit/Criteria reference | To achieve the criteria you must show that you are able to: | |
| 8/C.D3 | Evaluate how well the recruitment and selection process complied with best practice, drawing reasoned conclusions as to how it will support your future career. | |
| 8/B.D2 | Evaluate how well the documents prepared and participation in the interview activities supported the process for a job offer. | |
| 8/B.M2 | In recruitment interviews demonstrate analytical responses and questioning to allow assessment of skills and knowledge | |
| 8/C.M3 | Analyse the results of the process and how your skills development will contribute to your future success. | |
| 8/B.P4 | Participate in the selection interviews, as an interviewer and interviewee. | |
| 8/B.P3 | Prepare appropriate documentation for use in selection and recruitment activities. | |
| 8/C.P5 | Complete a SWOT analysis on your performance in role in the interviewing activities. | |
| 8/C.P6 | Prepare a personal skills development plan for future interview situations. | |
| **Sources of information to support you with this Assignment** | **Websites**  [**www.cipd.co.uk/NR/rdonlyres/01F95685-76C9-4C96-B291-3D5CD4DE1BE5/0/9781843982579\_sc.pdf**](http://www.cipd.co.uk/NR/rdonlyres/01F95685-76C9-4C96-B291-3D5CD4DE1BE5/0/9781843982579_sc.pdf)  **http://hr.ucr.edu/recruitment/guidelines/process.html**  **Above are some examples of websites. Further useful resources may be found at** [**www.edexcel.com/resources/Pages/default.aspx**](http://www.edexcel.com/resources/Pages/default.aspx)**.** | |
| **Other assessment materials attached to this Assignment Brief** | *N/A* | |