Assignment 8.1 Checklist

Please ensure you have included *all* the following tasks as a bare minimum:

1. Research task – investigate a range of businesses (e.g. retail, manufacturing, finance) and understand/explain their recruitment and selection process.

Create a **research log** to document this.

1. Write an introduction to **Tesco** and include logos and images, scope of business activities and size of business.
2. Continue your report by **explaining :**
3. **the variety of reasons Tesco may have for recruiting additional staff** (i.e. PowerPoint Week 1 slide #2)
4. **the methods Tesco use to recruit** for different roles i.e.

*In Store Customer Assistant*

*Store Manager*

(See PowerPoint Week 1 slide #18)

1. Produce a flowchart of Tesco’s recruitment process for different roles, and explain why the process follows that order
2. Explain the purpose of the documents used by Tesco for internal and external recruitment
3. Explain the selection methods used by Tesco to select candidates for different roles.

What is the interview protocol and type of selection used and how does it contribute to the process?

1. Describe the ethical responsibilities and equal opportunities legislation in place, and explain how Tesco’s processes meets these
2. Explain why Tesco’s recruitment processes have to be ethical and adhere to equal opportunities legislation