**Assignment 8.1 Checklist**

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** (table) to document this. **(P1)**
2. **Write an introduction to Tesco** and include logos and images, scope of business activities and size of business. **(P1)**
3. **Continue your report by explaining :**
* the variety of reasons Tesco may have for recruiting additional staff (P1)
* the methods Tesco use to recruit for 2 different roles (*Customer Assistant* and *Store Manager)* (P1)
* the purpose of the documents used by Tesco for internal and external recruitment (P1)
* the selection methods used by Tesco to select candidates for different roles (P1))
1. Produce a flowchart of Tesco’s recruitment process for different roles, and explain why the process follows that order (P1)( (P1) (P1)
2. Describe the ethical responsibilities and equal opportunities legislation in place, and explain how Tesco’s processes meets these (P2)
3. **Explain why Tesco’s recruitment processes have to be** ethical and adhere to equal opportunities legislation **(P2)**
4. **Analyse the different recruitment methods Tesco use**, looking at the strengths and weaknesses of the systems in place **(M1)**
5. **Conclusion: make a judgement** as to how effective Tesco’s recruitment and selection processes are **(D1)**

**8.1 Merit and Distinction guidance**

**For merit standard**, your report should now **analyse** the different recruitment methods Tesco use, looking at the **strengths and weaknesses of the systems** **in place**. It will need to cover:

* Recruitment planning methods e.g.use of jobcentres and agencies, internal vs external advertisements, online recruitment and traditional methods,
* Recruitment process, and
* Selection process

Your report should include:

* Appreciation that different recruitment and selection processes are appropriate for different roles in a business
* Understanding of the impact of time and cost in the process
* Reference to communication with prospective employees: are the channels easy to access, can the process be monitored?
* Consideration of the quality of the selection process and the documents
* Linking the recruitment and selection process to efficiency and business success.

The report will need to consider the ***problems that can impact*** on a business if there are **staff shortages or if unsuitable employees are selected** because of ineffective recruitment systems.

**For distinction standard**, your report should reach a reasoned conclusion as to how effective Tesco’s recruitment and selection processes are.

This must be supported by evidence and make insightful reference to how the processes are **linked to the success of Tesco** and how having a professional recruitment process leads to **efficient staff integration**.

*DATA REQUIRED: Year on year data including profits, growth of staff numbers, staff turnover, no of stores, market outlook etc (there will*