**BTEC National Extended Certificate in Business**

**Unit 8 Recruitment and Selection**

**Student notes for Merit and Distinction tasks**

**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*