Conclusion of your report for Assignment 8.2 (D3)

You must produce a detailed evaluation that draws reasoned conclusions on the following 2 areas:

1. How well *all the processes* used in in the completion of assignment 8.2, from the drawing up of the documents through to the selection of the best candidate, complied with BEST PRACTICE.
(BEST PRACTICE might include equal opportunities legislation, ethical considerations and how technically good your documentation and interviewing skills were).
2. Reasoned conclusions as to how the recruitment and selection process used will support your future career.

Remember we are looking for the skill of EVALUATION. In other words JUDGEMENT. You must DECIDE how good your processes were, in complying with best practice and in supporting your future career. Be critical where you need to be and complimentary when you deserve it.

To do this you should look at the strengths and weaknesses of everything you have done in assignment 8.2 from the drawing up of the documents through to the selection interviews and how they went. Give lots of judgement please. Be realistic in your judgements and look at what went badly as well as what went well. Give evidence and reasons for your decisions.

**Tips to encourage evaluation:**

Discuss whether your documents could realistically be used in the recruitment process (why / why not?) i.e. could HR use the jd and ps to write an ad, are they good enough to be able to match candidate’s skills and experience to etc

Were you interview questions and notes good enough to be able to choose the most suitable candidate for the job

Discuss which elements you were MOST happy with and which you were LEAST happy with.

What might you do better next time? Did you see any peer behaviour that you might copy next time?

Did you see anyone else’s documents that you thought were particularly good that you might want to emulate if you had your time again? If not, what was it about your approach that was better?

Do you think, honestly, that your approach to this assignment *fully* complied with industry best practice?

Are there any employability skills you think you are better at by going through this process?

To what extent do you think you would be able to oversee the recruitment and selection process of a new employee in a real place of work? Would you be more able or more confident to do this on your own for real as a result of this assignment?