**Recruitment**

1. What are the reasons for vacancies arising in a business?

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2. Complete the paragraph “The recruitment process starts when….

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3. What can effective recruitment lead to?

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4. List below the usual stages of the recruitment process.

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5. Define **internal recruitment**.

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6. Define **external recruitment**.

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7. Describe two external recruitment methods (e.g. employment agencies, head hunters, job centre, careers service etc).

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8. What the **advantages** and **disadvantages** of **internal recruitment**?

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| Advantages | Disadvantages |
|  |  |

9. What are the **advantages** and **disadvantages** of **external recruitment**?

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| --- | --- |
| Advantages | Disadvantages |
|  |  |

10. What is the purpose of **job analysis** and what does it involve?

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11. What is the purpose of a **job description** and what should it include?

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12. What is the purpose of a **person specification** and what should it include?

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13. What is the purpose of the **job advertisement** and what should it include?

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14. What are the common methods of applying for jobs?

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15. What is shortlisting?

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Describe the following **selection methods** and list the pros and cons of each:

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| **Methods** | **Definition / explanation of method** | **Advantages** | **Disadvantages** |
| Face to face interview |  |  |  |
| Telephone interviews |  |  |  |
| Work trials |  |  |  |
| Personality, aptitude and ability tests |  |  |  |
| Assessment centres |  |  |  |