Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**1.4.2 Recruitment, selection and training**

1. Use the words listed below to complete the table showing the advantages and disadvantages of internal and external recruitment.
	* Expands the company’s knowledge base
	* May cause conflict between employees
	* Employees characteristics already known
	* Wider talent pool from which to select
	* Limits new ideas coming into the business
	* May take longer to fill a vacancy
	* Higher recruitment costs
	* Opportunity for promotion motivates employees

|  |  |
| --- | --- |
| Internal recruitment | External recruitment |
| Advantages | Disadvantages | Advantages | Disadvantages |
|  |  |  |  |

1. Place each term under the correct heading.
* Person specification
* Job description
* Assessment centre
* Curriculum vitae
* Advertisement
* Interview

|  |  |
| --- | --- |
| Recruitment | Selection |
|  |  |

 3a. Distinguish between internal and external recruitment.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 3b. Distinguish between on-the-job and off-the-job training.

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