

**Topic 2.5.2 Effective recruitment**

**Core Knowledge**

In a large business there are 5 main job roles:

* Directors
* Senior Managers
* Supervisors / team leaders / junior managers
* Operational staff
* Support staff

Documents used in the recruitment process:

* **Job description** and **person specification** – created by the business so they are clear about the job that is needed to be filled and what the ideal candidate would be like
* **Job advert –** this can be placed in various places, such as job centre, recruitment agency, online, internal notice board or email, newspapers or specialist magazines
* **Application form, CV, letter of application –** completed by the candidate to provide all the information required by the business
* **References –** supplied by people who know the candidate to support an application

A candidate can be chosen through an interview, assessments, further tests or tasks

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|  | **Benefits** | **Limitations** |
| **Internal** | Quicker and cheaper  Motivational for employees  Business knows the candidate well | Existing workers may not have necessary skills  Creates a new vacancy |
| **External** | Wider range of applicants  New skills and ideas | Expensive and time consuming processes |

**Don’t be a “man on the street”**

* Don’t confuse Directors or Mangers with owners of a business
* Not all businesses will have all job roles – it will depend on the structure and size of the business
* Not all vacancies will be advertised in the same way, or place. It will depend on the role and urgency

**Synoptic Links**

**Organisational structures –** HR will need to know where a vacancy fits within the hierarchy

**Legislation** – there are laws regulating how employees can be recruited

**Motivation** – offering internal promotion opportunities can be non-financial motivation

**Wider Business World**

**McDonald’s** – only recruit online

**Merlin entertainments** – require candidates to attend assessment centres

**B&Q** – one of many businesses that no longer accept CVs, only application forms

**BUSINESS**: ***Creating informed, discerning employees, consumers and future leaders***

**Key Vocabulary**

**Directors –** peoplewho make the biggest decisions faced by the business, e.g. aims and objectives

**Managers –** the people wo organise others to carry out tasks

**Supervisors / team leaders –** these people ensure that the staff below them do what they are supposed to do

**Operational staff –** a member of staff who has specific responsibility for meeting for meeting a target set by the business that is focused on achieving the business’s aims and objectives

**Support staff –** staff whoprovidehelp to operational staff, providing assistance with computer networks, administration task etc

**Job description** – a short account of the main features of the job

**Person specification** – a description of the type of person who would best fit the job: their character, their experience and skills

**Application form** – a series of questions a job-seeker must fill in when trying to get an employer interested in interviewing them

**CV** – curriculum vitae. Sets out the person’s experience, qualifications and other relevant facts

**References** – people such as teachers or previous bosses who are willing to answer questions about the qualities of a job applicant

**Internal recruitment** – appointing someone from within an organisation

**External recruitment –** appointing a new employee who does not work for the business