

The recruitment and selection process

Businesses need right people in the right place at the right time to function properly

They recruit staff for various reasons, such as:-

- Growth of business
- Replacing leavers
- Role changes
- Internal promotion

What considerations must a business make when they are recruiting staff?

The first task after a business has identified the need of a new position is to create a **job description** and **personal specification**.

A job description includes the job title, position within the structure, duties and responsibilities, and pay.

A personal specification describes the types of person they are looking for (personal attributes), and what is required in terms of skills, experience and qualifications.



Task

Using the examples given to you, design a job description and personal specification for the job of a primary school teacher in Leeds.

Once the job description and personal specification have been written, a business needs to start to recruit.

- They can **advertise** internally or externally.
- Through **government help**. The government not only funds **jobcentres**, but also sets up **advice centres** on training and applying for jobs. They could also provide **training facilities**.
- **Employment agencies** who charge clients for recruiting staff. They advertise and then match prospective employees to a business. An example of an agency is office angels.
- **Word of mouth** some jobs are found through referral or recommendation. Sometimes jobseekers could also go into a place of work and make a **personal enquiry**.

How might the following jobs be recruited? Why?

Teacher	
Cleaner	
Accountant	
Sales Assistant	
Retail manager	

The business will then receive **letters of application** and **curriculum vitae (CVs)** from prospective candidates.

A CV is just a brief description of your main personal details, as well as your qualifications and experience. A letter of application sometimes accompanies the CV, and is specifically tailored to the job description and personal specification. It is not to be confused with an **application form** which is sometimes handed out to be completed instead of a CV.

Task

The following advert was posted on a jobs website.

Waiters/ Waitresses required at a new, chic bar/restaurant in Leeds City Centre. Competitive pay rates, dependent on level of experience. Opportunities for promotion. Full-time/ part-time positions available. Must be able to work evenings and weekends.

1. What might the employee be looking for on a candidates CV? (think about what might be required on a personal specification)
2. Draw up an 'ideal' CV for a possible applicant.

After receiving CVs and letters of application, a business must begin the process of **selection**. The first stage is to **long list**, this stage is where the business throws out all the obviously unsuitable candidates, perhaps they have not followed the application instructions correctly, or have not got vital qualifications.

The second stage is to **short list**, where the most suitable candidates are chosen ready to **interview**. **References** are also required before a final decision is made.

Task

For the job described above, write a list of ten questions that an applicant might expect at the interview.