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

Recruitment and Selection Revision Activity

1. Write the Recruitment and Selection process into the correct order

Job analysis

Applications are received

Psychometric testing

Shortlisting takes place

Interviews

Job descriptions & person specifications are written

|  |
| --- |
| Order |
|  |
|  |
|  |
|  |
|  |
|  |

1. Define job description (2 marks)

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

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

1. Define person specification (2 marks)

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

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

1. Explain why businesses shortlist before they interview (4 marks)

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

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

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

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

1. Identify and explain two disadvantages of businesses using psychometric test (6 marks)

Disadvantage 1:

Explanation: \_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Disadvantage 2:

Explanation: \_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

|  |  |
| --- | --- |
| Internal | External |
|  |  |
|  |  |
|  |  |

**Internal V’s External**

1. Identify 3 internal and 3 external methods of recruitment.
2. Explain the difference between internal and external recruitment (2 marks)

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

1. Explain why established businesses such as Apple, Samsung and O2 do not advertise for jobs (3 marks)

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

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

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

9.

|  |  |  |
| --- | --- | --- |
| **Business** | **Average no’ of items produced by an employee each year** | **Average annual pay per employee (£)** |
| A | 240 | 20,160 |
| B | 200 | 19,000 |

**Use the information in table 4.2 to calculate which business (A or B) has lower labour costs for each unit of output produced (2 marks)**

|  |
| --- |
| Workings: |
| The business which has the highest level of productivity is\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |