BTEC Extended Certificate in Business - Unit 8 - Personal Learning Checklist

UNIT 8 – RECRUITMENT & SELECTION PROCESS PERSONAL LEARNING CHECKLIST		R	A	G
Learning Aim A	**Examine how effective recruitment and selection contribute to business success**			
	A1 Recruitment of staff ▪ Workforce planning: in a large 250+ staff business, e.g. retail, a production company or financial business, look at the reasons for recruiting new staff, such as: o growth of the business: locally, nationally, globally o changing job roles o systems change o filling new vacancies created by more space or product development o vacancies caused by leavers/turnover of staff o internal promotions o new office or branch and need for additional staff o seasonal fluctuations leading to the requirement for temporary staff. ▪ Use of jobcentres and agencies, internal advertisements versus external advertisements, online recruitment and traditional methods. ▪ How the recruitment process links to business success. ▪ How a professional recruitment process leads to efficient staff integration.			
	A2 Recruitment and selection process Recruitment process – the purpose of the documents for internal and external recruitment: o job advertisement – placing of the advertisement, internal/external, journal/website o job analysis o job description – the content of the tasks and responsibilities of the job o person specification and skills the position requires – are they essential or desirable? o CV versus application forms o letter of application ▪ online recruitment and how the application process can be more cost-effective when using technology. ▪ Selection, including assessment centres and psychometric testing, group/team activity interviews (by telephone, face-to-face, group and panel), presentations in interviews, short tests at interviews: ▪ interview protocol, type of selection and how it contributes to the process – advantages and disadvantages			

	▪ initial selection processes with telephone screening interviews or short, online tests, appreciation that different processes are appropriate for different roles in a business ▪ use of technology in the process, online applications, uploaded CVs or use of post ▪ communication with prospective employees: are the channels easy to access, can the process be monitored? ▪ quality of the process and the documents ▪ linking the process to efficiency and business success.			
	A3 Ethical and legal considerations in the recruitment process ▪ Why recruitment processes have to be ethical and adhere to equal opportunities legislation; what the ethical responsibilities and the current legislation relating to equal opportunities are. ▪ Ethical considerations, including: o being honest in an advertisement o the maintenance of confidentiality o ensuring the same questions are asked to all candidates interviewed o same criteria used for all applicants o o disclosure if family or friends work for the same business.			
Learning Aim B	**Undertake a recruitment activity to demonstrate the processes leading to a successful job offer**			
	B1 Job applications Selection of a job role for the business as above and then preparation of all the relevant documents: o a job advertisement giving suitable examples of where it could be placed o job analysis o job description o person specification o application form o personal CV o • letter of application.			
	B2 Interviews and skills ▪ Communication skills required for interview situations: body language and listening skills, professional approaches, formal language, skills and attitudes of both interviewer and interviewee, role play, body language, dress, interview questions. ▪ Designing interview questions. ▪ Interview feedback form. ▪ Observation form. ▪ Reviewing applications from peer group ▪ Submitting applications to peer group.			

	▪ Demonstration of a work-related competence (interviewing and being interviewed), analysis of how the activity worked, if the correct questions were asked to achieve the desired outcome, if the advertisement, job description and person specification led to the application form and covering letter being completed with the right level of information; adherence to equal opportunities legislation. ▪ Evaluation of documentation produced for the process: was it prepared to select the right candidate? Did the interview process forms/questions ensure the candidates demonstrated their skills effectively? Could it have been improved?			
Learning Aim C	**Reflect on the recruitment and selection process and your individual performance**			
	C1 Review and evaluation ▪ Role-play activity. ▪ Individual appraisal of own roles in being interviewed, interviewing and observing. ▪ Review of communication skills. ▪ Review of organisational ability ▪ Assessment of how the skills acquired support the development of employability skills.			
	C2 SWOT analysis and action plan ▪ SWOT (Strengths, Weaknesses, Opportunities, Threats) analysis on individual performance in the role-play activities. ▪ Self-critique of the events and documentation prepared, and how it supported the activity. ▪ Review if the process was effective and how a learner feels they may need to develop skills further to be able to conduct and participate in interviews more effectively. ▪ Action plan to highlight how to address any weaknesses in skill set.			

Assessment criteria

Pass	Merit	Distinction
Learning aim A: Examine how effective recruitment and selection contribute to business success		
A.P1 Explain how a large business recruits and selects giving reasons for their processes. **A.P2** Explain how and why a business adheres to recruitment processes which are ethical and comply with current employment law.	**A.M1** Analyse the different recruitment methods used in a selected business.	**A.D1** Evaluate the recruitment processes used and how they contribute to the success of the selected business.
Learning aim B: Undertake a recruitment activity to demonstrate the processes leading to a successful job offer		
B.P3 Prepare appropriate documentation for use in selection and recruitment activities. **B.P4** Participate in the selection interviews, as an interviewer and interviewee.	**B.M2** In recruitment interviews, demonstrate analytical responses and questioning to allow assessment of skills and knowledge.	**B.D2** Evaluate how well the documents prepared and participation in the interview activities supported the process for a job offer. **C.D3** Evaluate how well the recruitment and selection process complied with best practice, drawing reasoned conclusions as to how it will support your future career.
Learning aim C: Reflect on the recruitment and selection process and your individual performance		
C.P5 Complete a SWOT analysis on your performance in the interviewing activities. **C.P6** Prepare a personal skills development plan for future interview situations	**C.M3** Analyse the results of the process and how your skills development will contribute to your future success.	