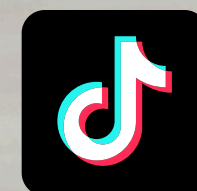




# 4.2 Recruitment & Selection

## Flash Cards



NOW

Internal Recruitment

HIRING!



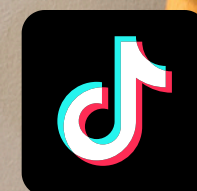
# Internal communication

This is recruiting someone from within the business.

This motivates other workers, as they're opportunities available for promotion.

However sometimes internal candidates do not have the experience or skills needed and they do not bring fresh ideas.

It is cheaper though and they do not need induction training.



A photograph of two men in business attire shaking hands in an office. The man on the left is smiling broadly, wearing a grey blazer over a blue checkered shirt. The man on the right is seen from the back, wearing a light blue shirt and glasses. A large black rounded rectangle with white text is overlaid on the center of the image.

# External Recruitment



# External Recruitment

This is recruiting someone that is not involved in the business. This means that the new individual can bring fresh ideas and they are likely to have previous experience but they will need induction training and it does cost more to advertise.

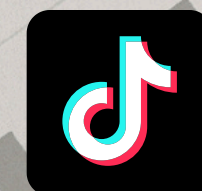


# Job Analysis



# Job Analysis

Assessing the activities and responsibilities of the jobs within a business to ensure there are no skill gaps. It is a good tool to help recruit the right candidates, as job analysis will identify the skills that are required for good efficiency.



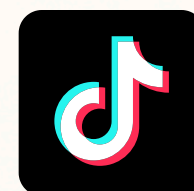
Job offers

# Job Description

Description

Job

Name:

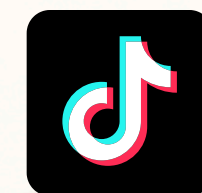


Job offers

# Job Description

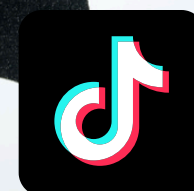
This is a detailed description of the role. This includes responsibilities, objectives and requirements. It helps to recruit the right candidate as the expectations are clear.

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



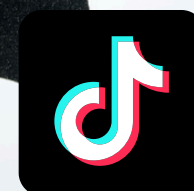


# Person Specification

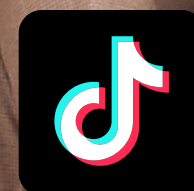


# Person Specification

This is a description of the individuals skills, knowledge, experience and personal attributes.

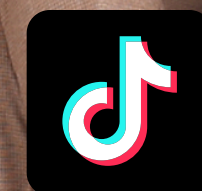


# Benefits of an effective recruitment process



# Benefits of an effective recruitment process

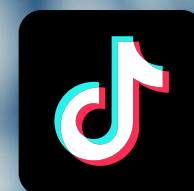
Hiring the right candidates will mean, high quality customer service, high productivity and staff retention.





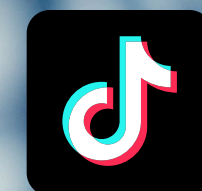
# Part-time contracts

**PART  
TIME**

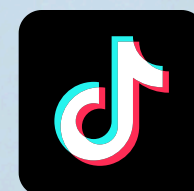


# Part-time contracts

This is usually between less than 35 hours per week. This is beneficial as some employees want to work part-time due to other commitments and this then helps with motivation. It also means they're more staff to cover holidays and sickness.

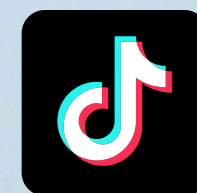


# Full-time contracts

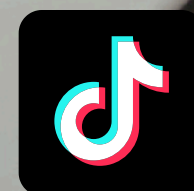


# Full-time contracts

Normally 35 - 40 hours per week. Full time employers are normally more skilled, more dedicated and do not miss communication. However they do normally cost the business more and less workers, to cover if required.

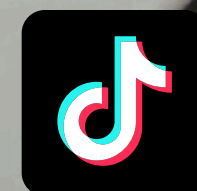


# Zero hour contracts

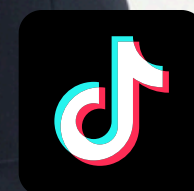


# Zero hour contracts

These contracts do not guarantee any hours of work. The employees are required to work as needed. This is really flexible for the business but these contracts do not always attract the best candidates.

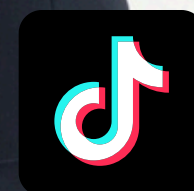


# Job Share



# Job Share

This is where two or more people share a role. This benefits many people who have other commitments. It helps attract the right candidates but some times communication may be missed.



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**JOB**



