

Recruitment

1. Delete the wrong words.

1.1 Businesses can fill vacancies in a variety of ways. Internal / External recruitment is when a business appoints someone who already works for them. If the business recruits from outside, there may be a benefit / disadvantage from bringing new ideas to the company. Some entrepreneurs like to employ young people for their first job, as there is no risk of bad vibes / habits having been learnt in another workplace.

1.2 The name of the document that summarises a person's qualifications, work history and hobbies and interests is a curriculum statement / vitae.

2. Multiple Choice

2.1 Arkam is a tailor who makes high-priced suits for a variety of shops across Britain; his factory is based in the Midlands. He has advertised for a number of skilled staff in the local newspaper but cannot fill the posts. Give **one** possible reasons for this skills shortage.

- a) A new textile firm recently opened a new factory locally.
- b) There is high unemployment
- c) There has been a rise in Polish immigrants.
- d) The Textiles teacher retired at the local school.
- e) Suits are not fashionable.

2.2 Arkam is ready to get some job applicants. From the list below select the most appropriate option for Arkam to proceed with the recruitment process.

- a) Place an advert in the window of the local newsagents
- b) Place a job advert in the Daily Mail newspaper
- c) Use a recruitment agency to fill the position
- d) Ask some of his current staff to spread the word
- e) Advertise on national television

3. Examine the following advertisement then answer the questions that follow.

Barmaid Wanted Urgently

Are you good with people?
Can you work long hours?

Said yes to these questions? Then we want you.
We need good barmaids who will provide the best of
service for our customers.

You must be under 25 years of age
You must be dress size 10 to 14
The White Heart, Prestley Village.

This advert was placed in the window at The White Heart. There are a number of problems with this advert. Identify the **three** most serious problems for the business.

- a) Not everyone will see the advert.
- b) The advert discriminates against certain groups.
- c) The advert will put staff off as it says they have to work long hours.
- d) There are not enough details in the advert about hours or pay so people will not apply.
- e) There are no details of how to apply, when to apply or who to contact.

4. Jumbled up. Put the recruitment and selection process into the correct order below:

application forms, interview job advertised in appropriate media job description selection
short-listing vacancy arises vacancy filled