

HUMAN RESOURCES DEPARTMENT – RECRUITMENT

The aim of this worksheet is to give you practise in:

1. 'cutting and pasting' text; numbering a list;
2. designing a job advertisement;
3. revising the different stages of the recruitment process;
4. composing a memorandum (focusing on the disadvantages of handwritten letters of application and the advantages of application forms, job descriptions and person specifications);
5. composing a letter inviting shortlisted candidates to attend an interview;
6. understanding the mail merging process.

Scenario

You are Ms Vaishali Patel, the Human Resources Manager of NAW Engineering Ltd, Brackla Industrial Estate, Bridgend, Mid Glamorgan. CF35 6JG Tel 01656 656745 Fax 01656 656746.

A vacancy has arisen in your factory for a forklift driver, and as Human Resources Manager you must recruit someone to fill the vacancy.

Part One

You have recently received a memo from the new Managing Director to the effect that in future, as part of a cost cutting exercise, all applications for jobs within the factory have to be handwritten letters of application. Application forms, job descriptions and person specifications are no longer to be sent out to applicants.

Reply to the MD's memo and diplomatically suggest that a cost cutting exercise in this area is not the answer. Put forward a convincing argument that application forms, job descriptions and person specifications should be used (hint! Stress the disadvantages of handwritten letters of application and the advantages of sending out application forms together with a job descriptions and person specifications).

Part Two

Having read your convincing memo the MD realises he had made a mistake. Application forms, job descriptions and person specifications are now to be sent to applicants.

Draft a suitable advertisement for inclusion in the local newspaper and Job Centre for a forklift driver.

Additional information: 40-hour week. Good rate of pay and holidays. Free membership to NAW Medical Healthcare. NAW Engineering is an Equal Opportunities Employer. Write or telephone for an application form.

Part Three

Time has gone on and 5 people have been shortlisted for the job.

You are the secretary to the Human Resources Manager.

Design a letterhead with a suitable piece of clipart (see above for address etc.)

Draft a letter ready for the Human Resources Manager to sign inviting the shortlisted candidates to attend an interview. The interview is to be held at 2 pm a week today (work out the date). Insert a suitable subject heading in the letter. Print one letter for the Human Resources Manager to see. Place the following information as the recipient of this letter.

Mr Richard Goldsworthy, 44 Coity Castle View, Pencoed, CF35 1AB

Part Four

1. Using your word processing application open the file called **Recruitment**.
2. Using the **cut and paste** facility place the recruitment stages below in a logical order.
3. **Format** the finished list of stages as a numbered list.
4. **Print** a copy of your work. Remember to place your name as a **header** and the date as a **footer**.

Recruitment Stages

- Draw up a shortlist of 5 candidates.
- Receive letters asking for application forms.
- Write and formally offer the job to the chosen candidate, enclosing details of when to start work, etc before writing to the unsuccessful candidates.
- Receive 50 completed application forms.
- Interview each of the 5 candidates.
- Send the advertisement to the newspaper.
- Write and inform the other shortlisted candidates that they were unsuccessful on this occasion.
- Write the advertisement.
- Decide on the most suitable candidate for the job.
- Write to the shortlisted candidates inviting them to an interview.
- Send out application forms, job descriptions and person specifications.

Part Five

The letters that are sent out inviting applicants for interview are produced using the **mail merge** process.

Using your word processing application describe the process of mail merging.