

1.1	The recruitment process	Target	Deadline
test 1 test 1		Pass	

What I'm Looking For

Band 1 Your report will include the following:
 -brief explanation of why a business may need to start the recruitment process.
 -list of the stages of the recruitment process
 - definition of job analysis
 -brief description of the documents in the recruitment process (job description, person specification, advertisement, application form)
 -list of media used to advertise a job
 Band 2 Your report will include all the contents of band 1 and the following:
 - a detailed explanation of the different reasons why a business may need to recruit staff (growth of the business, etc)
 -explanation of why a job analysis needs to take place
 - a detailed description of the documents produced in the process (see band 1) with some examples
 -description of how different advertising media can be used and the benefits
 Band 3 You will include all the contents of bands 1 and 2 plus the following:
 - explanation, with examples, of why a business may need to recruit staff
 -the importance of having a good recruitment and selection process
 -analysis, including advantages and disadvantages, of whether the documents and forms of advertising media are effective
 -what needs to be considered in a job advert - points must be fully explained
 -examples of the type of advertisements that would be suitable for different jobs and why

Grading Criteria

Band 1 Identify the process of recruitment, selection and induction
 Band 2 Demonstrate a sound understanding of the processes of recruitment and selection
 Band 3 Demonstrate a clear and comprehensive understanding of the processes of recruitment and selection

Unit : 2	Marking	Draft	Final
Band 1			
Band 2			
Band 3			
Assessor			

Marking Comments :

