Proforma BTEC Business Personalised Learning Checklist

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| **Content/Topic: Unit 13 Recruitment and selection** | **Red** | **Amber** | **Green** |
| **Know the processes involved in recruitment planning** |  |  |  |
| **Recruitment planning**: reason for vacancy eg employee leaving, increased volume of business, different  work, maternity cover, sickness; decision to recruit; internal recruitment; external sources of recruitment  (use of job centres, consultants, recruitment agencies); cost and time considerations of external sourcing |  |  |  |
| **Recruitment advertising**: internal advertising; external advertising (choice of media, use of external agencies,  format and type of advertisement, cost implications, legal considerations of recruitment advertising);  methods of application, (eg letter, online, telephone) |  |  |  |
| **Understand the implications of the regulatory framework for the process of**  **recruitment and selection** |  |  |  |
| Current UK and EU legislation: Sex Discrimination Act 1995/97; Race Relations Act 1992; Equal Pay Act  1970; Disability Discrimination Acts 1995 and 2005; European Working Time Directive; Employment Act  2002; national minimum wage; Data Protection Act 1998 (together with any future amendments) |  |  |  |
| Ethical issues: asking candidates the same questions; interviewers not related to candidates; gender and  ethnic balance on panels |  |  |  |
| **Be able to prepare the documentation involved in the recruitment process** |  |  |  |
| Job description: purpose and standard formats; job title; department and location of post; broad terms  of job; responsible to whom; responsibilities; scope of post; education and qualifications; name of  compiler and approver; date of issue |  |  |  |
| Person specification: purpose and standard formats eg job title and reference number; location in  management line; essential and desirable attributes; physical characteristics required; attainments and  qualifications; previous experience; general intelligence; special aptitudes; temperament and personality;  hobbies and interests; personal circumstances |  |  |  |
| Application documentation: letter; application form; curriculum vitae |  |  |  |
| **Be able to participate in a selection interview** |  |  |  |
| Pre-interview: selection criteria for short listing; application packs and information for candidates; references;  types of interview (group, individual, team, panel, telephone, multi-stage); tasks and tests used to  complement the interview process eg occupational preference tests, attainment tests, aptitude tests,  psychometric tests; use of specialists in the interview; Assessment and interview questions; procedure  for informing candidates of interview decisions |  |  |  |
| Interview: interview protocol; confidentiality; fairness; interview environment; agreed questions; checking  of personal information; interview checklist; control of interview; decision criteria and documentation;  communicating the decision to candidates; communication and listening skills; body language; questioning  techniques; barriers to communication; analysing and summarising |  |  |  |
| Post interview: informing candidates; making a job offer; verbal/non-verbal offers; contents of job offer,  eg start date, wage or salary rate, hours of work, holiday entitlements; other conditions eg references,  medical test, passing specific qualifications; expense claims; candidate’s feedback; taking up and checking  references; police and/or medical checks; rejection of unsuccessful candidates |  |  |  |
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