

How to Manage Recruitment and Selection



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2.1 Introduction

It will become necessary to employ people at sales, when current employees leave and when a new company. The manager must be clear about when any recruitment activity commences.

There are two stages to employing the right person:

- Recruitment
- Selection

The first part of this section focuses upon recruitment and selection.

2.2 Procedure - Recruitment

Recruitment ensures that the job is analysed and advertised to attract the right candidate and ultimately fill the employment position. At least two recruitment methods should be used to a vacant position for reasons of fair treatment and to attract a wide pool of applicants.

2.3 Analysing the Job

The manager must decide whether it is necessary to create a vacancy. Analysing the job will assist with this decision.

Analysing the job involves identifying:

- The local labour market skills, rates of pay and availability
- If the job is actually needed and if so how many

When the job has been analysed and a decision has been made, it is appropriate to review the job description and person specification. The right candidate is chosen for the job and will be interviewed.

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2.4 Person Specification

This gives a clear picture of the ideal candidate. The purpose is to identify the qualities of the ideal person, their personal attributes and the application of these. The specifications do not unfairly.....

2.5 Job Description

This is a word picture of what the job entails.

- Set clear objectives for the job.
- Gives an.....

The following are included in a job description:

- Job Title.
- Purpose of the Job.
- Responsible To.
- Res.....

2.6 Recruitment Requisition

Where a decision is taken that a vacancy does exist, and a new employee is required, the manager must complete a recruitment requisition. This is designed to ensure.....

2.7 Methods of Recruitment

The right recruitment method(s) will produce the best results for the job and will reduce the number of unsuitable applicants. A suitable candidate for the vacancy.....

There are a number of recruitment methods to choose from for the job. When comparing these methods, consider their suitability to the job.....

A job advertisement must include at least the following:

- Company logo and name.

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- Company address.
- Telephone number.
- Job title must always be included and b
- Rat.....

The following is not an exhaustive list of meth

2.7.1 Succession Plans

The current workforce must be analysed before
commences. The starting point for this is the s
first. This is the source of internal information
development.

2.7.2 Writing a Job Advertisement

Attracting the most suitable candidates for the
to be written regardless of the media used to
must:

- Tell the reader about the job including a
 - Job Title
 - Salary
 - Location
- Must be dynamic and energetic. (This in
- Must be female.

2.7.3 Internal Vacancy Notice Board

All vacancies must be advertised via the intern
concurrently with an external advertisement.
seek new challenges and enhance their develo
someone who th.....

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2.7.4 Job Sharing

This is where two people carrying out one job may be suitable where an employee has a chance to seek to request to work part-time.

2.7.5 Applications on Hold

These are application forms held on file completed with the company and where a suitable candidate was not found or where candidates were interviewed but not selected. It is used to track applications which they applied. It is used to track applications which they applied.

2.7.6 Job Centre/Employment Service

Vacancies advertised here are free of charge. Employment Services by:

- Telephoning Employer Direct on 0800 123 456
- On line at www.jobcentreplus.gov.uk
-
➤ Duties to be carried out.
- Qualifications.
- Personal Qualities.
- Who to contact.

The vacancy will be advertised as follows:

- On line.
- Job centre offices.
- Job points (touch-screens).

Additionally, the employment service holds records found on the website. www.jobcentreplus.gov.uk company.....

- Providing and / or handing out applications.
- Assisting candidates in completing applications for disability.

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- Providing the facility to sift applications dealing with large volumes of applications

2.7.7 Community Centres, Local Shops

These locations can be.....

2.7.8 Newspapers

This is a popular media for advertising vacancies to a wide audience. It has the added benefit of promoting the company at a low cost and at the same time.....

2.7.9 Radio

This has the benefit of promoting the company to a wide audience. It is not as costly as.....

2.7.10 Website

This has the potential for a huge market to search for and use job specific
.....

2.7.11 Recruitment Agencies

Agencies usually specialise in a given skill area such as secretarial, accounts, etc. Always ensure that the job specification.....
.....

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2.7.13 Recruitment Consultants

This method is usually used for senior appointments, job analysis, person

2.7.13 Recruitment Fair

Having a stand at a recruitment fair can produce publicity, generating interest in the company and identifying potential Company.

2.7.14 Open Day / Evening

Holding open days and/or evenings has the advantage of could work and meeting the people they could work for. Evenings requires initial advertising to make people aware through the

2.8 Procedure – Selection

Selection is about ensuring that the right person is chosen from those who have applied for the vacancy must be taken into account that test their a.....

2.9 Methods of Selection

Knowing what skills, abilities and behaviours are required for a job is crucial and deciding upon the most appropriate method of selection, for example, would.....

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8.9.1 Asylum and Immigration Regulation

- It is unlawful to employ someone who is an illegal entrant under the Asylum and Immigration Act 1996. (Amended by the Asylum Act 2002 and the Asylum and Immigration Act 2004). Breach of the Act is a criminal offence and can result in a fine of up to £5000 per illegal emp.....

2.9.1.1 Temporary Work Visa

Nationals of the EEA are free to seek and accept employment or residence permit. A registration scheme is in place for those who joined the EU on.....

2.9.2 The Application Form

The application form is a tool used to select or deselect candidates against the job requirements. The forms are as follows:

- To select candidates fairly and consistently.
- To screen out unsuitable candidates.
- To provide information from which to form a decision.....

The application must be forwarded one of three types of application form, as follows:

- Unsuccessful.
- Invitation to Interview.

.....completed a person specification and the application form details against this. The letter of offer must state the position and where the candidate demonstrated

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2.9.3 Proof of Education/Qualifications Number

Proof of any qualifications, date of birth and n by the manager. The manager is responsible f the candidate.....

2.9.4 Group Interviews/Assessment Ce

It is recommended that group interviews/asse vacancy. They are designed to test a number method would involve candidates being requir individual and group over a number of hours. that the chosen

2.9.5 The Interview

Interviews enable the company to objectively Interviews enable candidates to see where the allow the manager to assess the suitability of company and to see if they would be suited to Conducting an interview is an excellent pubic remember t.....

2.9.5.1 Reasons for rejecting a car

A decision may be taken not to offer the cand based on any of the following:

- Candidate does not know what they wa

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2.9.6 Time with Colleagues

It is recommended that the applicant spend time working with as part of th.....

2.9.7 Personality Profiles

It is recommended that each applicant complete questionnaire

2.9.8 Ability and Aptitude Tests

Aptitude and attitude testing is designed to identify suitable for a job or task or is capable of being The tests

2.9.9 Skills Tests

Skills tests measure how skilled, competent and application, for.....

2.9.10 Medicals

Candidates to be employed in high-risk health The manager

2.9.11 Criminal Records

Candidates who are to be employed in high-risk homes, etc will re.....

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2.9.12 Disability Questionnaires

Every candidate attending an interview must provide the following information must

2.9.13 References

The objective of the reference is to obtain factual information about the candidate. It is not prudent to obtain opinions as this is subjective information. refer to the candidate. The company must use a professional letter and encourage a reply.

2.10 Offer of Employment

It may be necessary for the manager to start an interview if there is no one candidate suited to the job. The manager should inform the candidate if they are not to the standard that the company requires. This will cost the company the time required to perform the job.

2.10.1 Errors in an Offer of Employment

A mistake made at the interview, in a verbal offer, should be corrected by the manager only if the candidate is not aware of the error.

2.10.2 Withdrawing an Offer of Employment

A contractual agreement is made when the manager has made an offer and this is accepted by the candidate.

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2.11 Induction Training

The final stage of the recruitment and selection process is critical that the new employee is welcomed to the organization in a positive manner through induction training.

- 1/3 of new e.....

2.12 Conclusion

Effective recruitment and selection is critical to the success of an organization. It is essential to hire the right person, in the right job and at the right time. The return on investment of employing the right person is significant.

2.13 Employment Legislation

The following employment legislation relates to the UK:

- Asylum and Immigration Act 1996.
- Nationality, Immigration and Asylum Act 2002.
- Asylum and Immigration (Treatment of Claimants, etc.) Act 2004.
- Immigration (Restriction on Employment) Order 2005.
- Race Relations Act 1976.
- Rehabilitation of Offenders Act 1974.
- Sex Discrimination Act 1975.
- Disability Discrimination Act 1995.
- Data Protection Act 1998.
- Employment Equality (Religion and Beliefs) Regulations 2007.