RECRUITMENT, SELECTION AND TRAINING OF WORKERS

Textbook, Chapter 8 [pg 92-112]

Name: .................................................................

Class: ..............

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HUMAN RESOURCES DEPARTMENT

- R________________ and selection
- Wages and s_______________
- Industrial r________________
- Training p_______________
- Health and S_______________
- R______________ (retrenchment) and dismissal

RECRUITMENT & SELECTION

The recruitment process is summarised in the diagram below:

Definitions to learn:

Job analysis ____________________________________________
_____________________________________________________
_____________________________________________________
_____________________________________________________

Job description ____________________________________________
_____________________________________________________
_____________________________________________________
_____________________________________________________
_____________________________________________________

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### Job specification

<table>
<thead>
<tr>
<th>Advantage 1:</th>
<th>Explanation:</th>
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<table>
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<tr>
<th>Advantage 2:</th>
<th>Explanation:</th>
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<tr>
<th>Advantage 3:</th>
<th>Explanation:</th>
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<table>
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<tr>
<th>Disadvantage 1:</th>
<th>Explanation:</th>
</tr>
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</table>

<table>
<thead>
<tr>
<th>Disadvantage 2:</th>
<th>Explanation:</th>
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Job advertisement

When drawing up a job advertisement, the business will need to decide:

• What should be included in the advert
• Where the advertisement should be placed
• How much the advertising will cost and is it too expensive? (Can they afford it?)

Application forms and CVs / resumes

Application form:

CV:
Interviews

Purposes:

a) ________________________________________________________________

b) ________________________________________________________________

c) ________________________________________________________________

a) Skills tests _______________________________________________________

b) Aptitude tests____________________________________________________

c) Personality tests ________________________________________________

d) Group situation tests _____________________________________________

Rejecting unsuccessful applicants
Informing the unsuccessful applicants that they have not got the job and thanked for applying.

The Contract of Employment

Include: Name of employer/ name of employee/ Job title/ Date when employment is to begin/ Hours to be worked/ Rate of pay/ Holiday entitlement/ Amount of notice to be given to terminate the employment by employee and employer
Definitions to learn:

Part-time workers

Advantages to the business:

1. More f________ in the hours of work
2. E_____ to ask employee to work at busy time
3. E_____ to extend business opening
4. Able to accept lower pay
5. L_____ expensive than employing full-time worker.

Disadvantages to employer:

1. Less likely to be trained
2. Takes longer to recruit part-time workers
3. Less committed
4. Less likely to be promoted
5. More difficult to communicate with part-time workers

Full-time workers

**Discuss advantages and disadvantages of full-time workers to business.**
TRAINING

Purposes:

a) ____________________________________________

b) ____________________________________________

c) ____________________________________________

d) ____________________________________________

Three main types of training:

Definitions to learn:

Induction training __________________________________

On-the-job training __________________________________

Off-the-job training __________________________________
SITUATION IN WHICH DOWNSIZING OF WORKFORCE IS NECESSARY

Workforce planning: __________________________ __________________________

Reasons to reduce the number of employees:

• I __________________ of automation
• Falling d_________ for their goods and services
• Factory/ shop/ office c__________
• R______________ their factory abroad
• A business has m________ or been taken over

What would the Human Resources department do:

• Finding out skills of all the present employees
• Headcount for anyone who will be leaving soon
• Consulting existing staff – would want to retrain to fill new jobs
• Preparing recruitment plan to show how many new staff will be needed and how they should be recruited (internally or externally)
DISMISSAL AND REDUNDANCY (RETRENCHMENT)

Dismissal

________________________________________________________

Redundancy

________________________________________________________

LEGAL CONTROLS OVER EMPLOYMENT ISSUES

Employees need protection in the following areas:

1. Protection against unfair d________________
2. H__________ and s_________ at work
3. Protection against unfair d________________
4. W__________ protection (Advantages and disadvantages of minimum wage)

Definitions to learn:

Ethical decision

________________________________________________________

Industrial tribunal

________________________________________________________

Contract of employment

________________________________________________________

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