

BIE Homework Sheet

Year: 10

GCSE Business

Date issued:

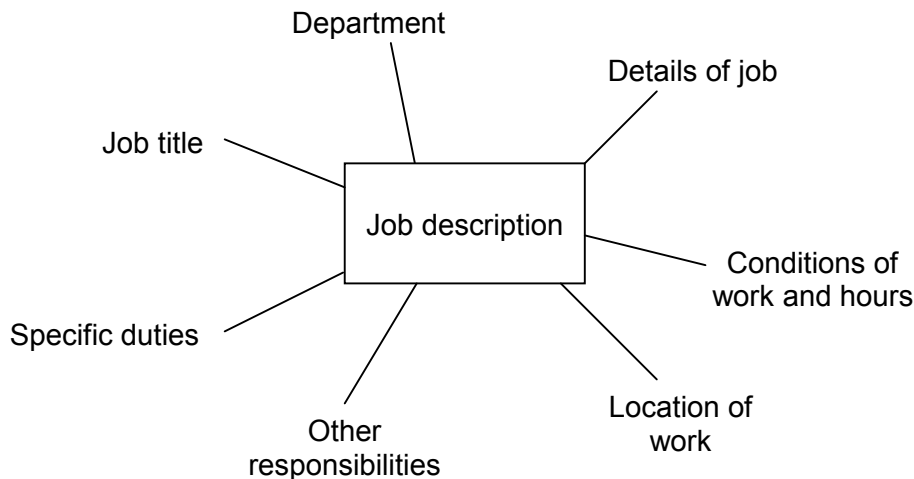
Date Due in:

WHO TO RECRUIT?

When a company wants to take on a new recruit, there are two important documents that the company will need to draw up:

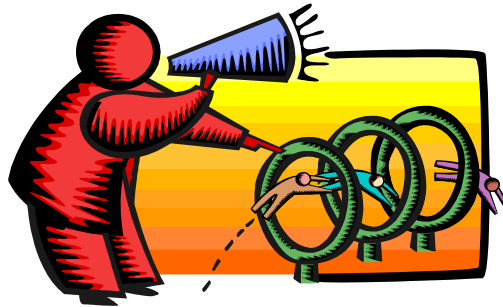
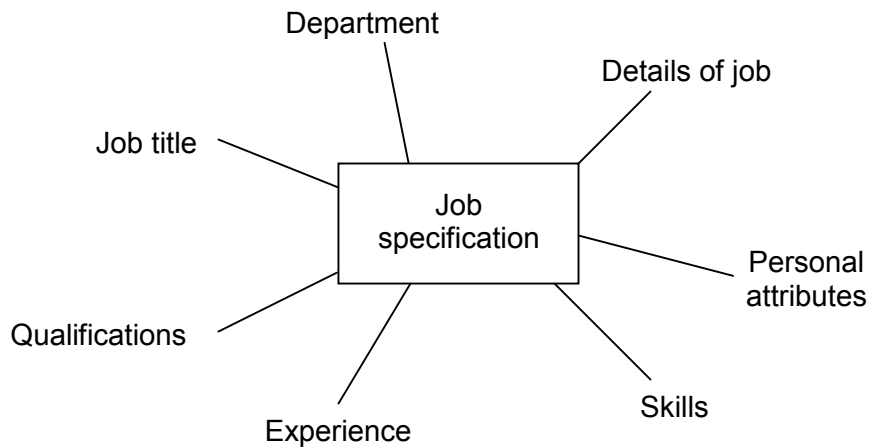
1. **Job Description** - a description of the job that is being recruited for. This will give the candidate applying for the job an idea of what the job entails.
2. **Person Specification** – a description of the sort of person who would be the ideal candidate for the job.

Job Description



All Homework must be handed in on the date requested.
 If you hand in homework late or it is of an unacceptable standard you will be given a p6.

Job Specification



Answer all the questions:

1. State six responsibilities of the Human Resource department.
2. Give FIVE reasons why a business recruits new employees.
3. What is the purpose of a job specification?
4. (a) What is meant by the phrase 'recruit internally'?
(b) State ONE other method of recruitment.

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(c) Explain one advantage and one disadvantage of internal recruitment.

5. Identify THREE different places a business could advertise if it was recruiting externally.
6. State FOUR items that should be in a advertisement for a job
7. Draw a diagram showing the different stages in the recruitment process.

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