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| Title: | | **Understanding recruitment and selection of new staff in the workplace** | | |
| Level: | | **3** | | |
| Credit value: | | **2** | | |
| Unit guided learning hours | | **7** | | |
| Learning outcomes (the learner will) | | | Assessment criteria (the learner can) | |
| 1. Know how to plan to recruit and select new staff in the workplace | | | 1.1  1.2 | Identify an organisation’s policies and procedures that could guide the manager in recruitment and selection  Explain how to conduct a job analysis and prepare a job description and person specification for an identified post |
| 1. Know how to select the right person | | | 2.1  2.2 | Explain how a manager would prepare for selection interviews to ensure impartiality and optimum decision making in selecting the most suitable applicant  Explain a recognised selection technique that could be used during interviews |
| **Additional information about the unit** | | |  | |
| Unit purpose and aim(s) | | | To develop knowledge and understanding of recruitment and selection as required by a practising or potential first line manager. | |
| Details of the relationship between the unit and relevant national occupational standards or professional standards or curricula (if appropriate) | | | Links to Management & Leadership 2008 NOS: D3 | |
| Assessment requirements or guidance specified by a sector or regulatory body (if appropriate) | | |  | |
| Support for the unit from a sector skills council or other appropriate body (if required) | | | Council for Administration (CfA) | |
| Equivalencies agreed for the unit (if required) | | |  | |
| Location of the unit within the subject/sector classification system | | | 15.3 – Business Management | |
| **Additional Guidance about the Unit** | | | | |
| **Indicative Content:** | | | | |
| 1 | * Own organisational recruitment policies and procedures * Basic legal aspects of recruitment * Simple techniques for job analysis * How to prepare job descriptions and person specifications * Range of methods of advertising vacancies, internally and externally, and how to select the most appropriate for a variety of posts | | | |
| 2 | * The relative merits of internal and external applications * Use of job descriptions and person specifications to shortlist applicants * Preparation for selection interviews to ensure impartiality and optimum decision * Selection interviewing techniques * Alternative methods for selecting the most suitable applicant | | | |