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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
 | 1.11.2 | Identify an organisation’s policies and procedures that could guide the manager in recruitment and selectionExplain 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
 | 2.12.2 | Explain how a manager would prepare for selection interviews to ensure impartiality and optimum decision making in selecting the most suitable applicantExplain 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
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| 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
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