

Finding New Staff

Recruiting and selecting new staff can be a time-consuming and expensive process. There are a number of documents involved, and a number of stages. It can all get quite confusing! Complete the tasks below to check that you know about recruitment and selection.



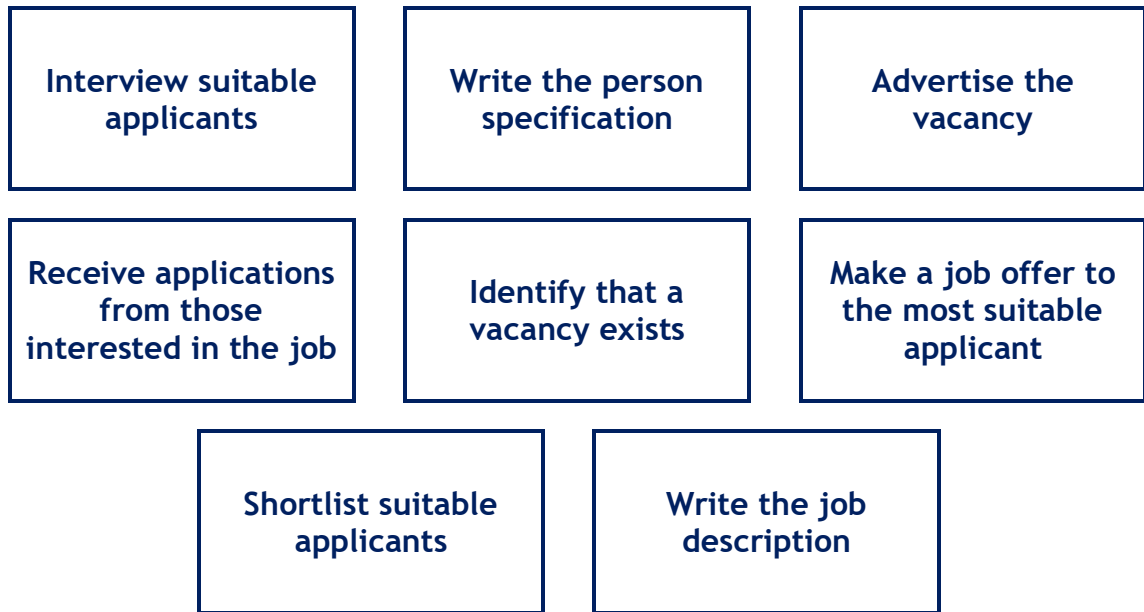
Task 1 - Recruitment and Selection Documents

Match each of the recruitment and selection documents to the correct definition:

Document	Description of Document
Curriculum Vitae	A document sent out by a business to gather the information required about a job applicant in a consistent format
Letter of Application	An announcement to inform people about a job vacancy that a business is looking to recruit for.
Application Form	A document written by a job applicant outlining why they are suitable for a particular job
Job Description	A document that describes the personal qualities a business is looking for in those applying for a vacancy
Person Specification	A written summary, provided by an applicant for a job, that gives an outline of their career and experiences to date
Contract of Employment	A statement from someone who knows a job applicant in a work capacity that comments on their suitability
Job Advert	A legal document that outlines details about a job, such as pay and hours, that an employee has been appointed to do
Reference	A document that is sent to applicants that describes the role that they are interested in applying for

Task 2 - The Recruitment and Selection Process

The process of recruiting and selecting new staff is made up of the 8 stages listed below.



Put the stages in the correct order in the diagram:

