

NAME: _____

Fact Finder - Recruitment Documents

Below are 12 statements about the documents used in the recruitment process. Your task is to find the facts by identifying which statements are true and which are false!

If you think a statement is true, write the word "FACT" in the last column. If you think the statement is false, write the word "FICTION".



| STATEMENT | FACT OR FICTION? |
|---|------------------|
| 1) A CV is a document that a business sends to potential applicants to tell them about a job | |
| 2) A job advert is another name for a job description | |
| 3) A person specification describes the qualifications, qualities, and skills required for a role | |
| 4) Businesses are required by law to provide a person specification when advertising a vacancy | |
| 5) If a role requires a university degree, this would be specified on the job description | |
| 6) A person specification is helpful to applicants, as it can help them decide whether to apply for a job | |
| 7) The title of a job will be stated on the job description | |
| 8) A person specification will usually indicate which attributes are essential and which are desirable | |
| 9) A job advert must state the wage or salary being offered for a role | |
| 10) A job description will indicate how the business will assess an applicant's personal attributes | |
| 11) A job must always be advertised to both internal and external applicants | |
| 12) The previous experience required for a job role will be outlined in the job description | |

An interactive version of this activity is available at https://www.businessed.co.uk/activities/fact_finder/recruitment_documents/index.html