

NAME: \_\_\_\_\_

# Fact Finder - Recruitment Documents (Solution)

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

An interactive version of this activity is available at [https://www.businessed.co.uk/activities/fact\\_finder/recruitment\\_documents/index.html](https://www.businessed.co.uk/activities/fact_finder/recruitment_documents/index.html)