

## Chapter18

### Recruitment and selection

#### Overviews

1. The different types of employment - full time, part time, job share, casual, seasonal and temporary
2. The different recruitment documents - job description, job specification, application form and curriculum vitae
3. Internal and external recruitment - job advertise, short listing and interviewing

#### 1. Types of employment

1. **Full-time worker:** employees will usually work 5 days and the number of hours may vary in different countries. (Full-time workers usually work an average 35 hours/week; however, it varies from one country to another.)
2. **Part-time workers:** worker is someone who works fewer hours than a full-time worker.
3. **Job share:** where two part-time workers share the work and pay of a single full-time post. This is because workers would like to have more leisure time.
4. **Other types of employment**
  - 4.1) **Casual employment:** workers do not get guarantees of work from their employers.
    - Their working hours are variable and uncertain.
  - 4.2) **Seasonal employment:** the work is regular and full time but short lived.
    - E.g. Ski resorts require full time workers in winter. Farmers are required during harvest.
  - 4.3) **Temporary employment:** sometimes businesses need to take on staff for a short period of time to cover for absent workers such as paternity leave.

#### 2. Reasons for recruitment

1. Business expansion
2. Workers are leaving
3. Positions have become vacant owing to promotion
4. Workers are required for temporary to cover staff absence, paternity leave.

### 3. Stages in recruitment process

**Recruitment** : is the process from identifying that the business needs to employ someone up to the point at which applications have arrived at the business.

1. To identify the number and type of staff that need to be recruited, choosing between part-time and full-time workers.
  2. To identify Job description and person specification
- **Job description** : outlines the responsibilities and duties to be carried out by someone employed to do a specific job.
  - **Person specification** : is a document which outlines the personal profile needed to do a particular job e.g. qualifications, level of education, experience , personal characteristics etc.
3. Advertising Vacancy
  4. Job seekers apply for a job in job application form and employers copy curriculum vitae(CV). A business must sort through all the applications and produce a shortlist.

**Job application form:** standard document need to collect information from job application

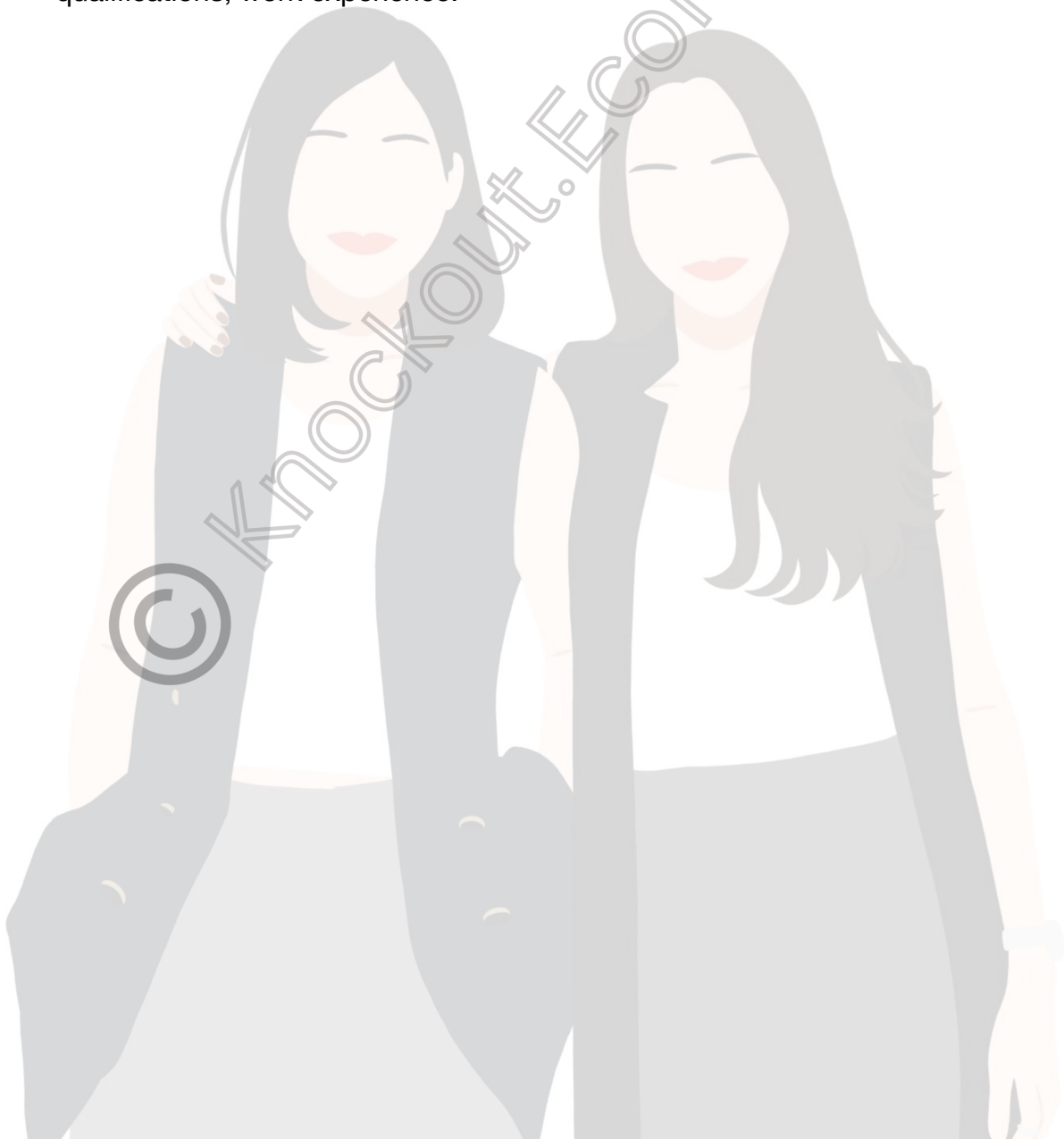
**Curriculum vitae(CV):** document used by a job seeker that lists personal details, qualifications, work experience.

**Shortlist:** list of the most suitable people for a job, chosen from all the people who were first considered.

5. Shortlisted applicants will be invited for an interview.
6. After interviews, businesses evaluate the performance of applicants and check reference for final decision.
7. A job offer has been made and accepted and provides feedback to the unsuccessful candidates.

#### 4. Recruitment documents

1. **Job description** : outlines the responsibilities and duties to be carried out by someone employed to do a specific job.
2. **Person specification** : is a document which outlines the personal profile needed to do a particular job e.g. qualifications, level of education, experience, personal characteristics etc.
3. **Job application form**: standard document needs to collect information from job application. It includes full name and address and contact details, education, experience, qualification, hobby and interest.
4. **Curriculum vitae(CV)**: document used by a job seeker that lists personal details, qualifications, work experience.



## 5. Internal and external recruitment

**1) Internal Recruitment :** vacancy may be advertised on a company board, filled by someone who is an existing employee of business.

Advantages	Disadvantages
<ul style="list-style-type: none"> <li>• It saves time and money from advertising and interviewing costs.</li> <li>• The person is already known to the business.</li> <li>• It is easier to work with others.</li> </ul>	<ul style="list-style-type: none"> <li>• No new ideas or experience come into the business.</li> <li>• There may be jealousy and rivalry among existing employees.</li> </ul>

**2) External Recruitment :** is when a vacancy is filled by someone who is not an existing employee and will be new to the business.

- Local newspaper
- Specialist magazines and journals
- Headhunting
- Job Centre, Direct applications, Word of mouth
- Employment agency

Advantages	Disadvantages
<ul style="list-style-type: none"> <li>• Receive new ideas or experience come into the business.</li> </ul>	<ul style="list-style-type: none"> <li>• It might be higher cost since companies need to advertise in public and spend longer recruiting.</li> <li>• New employees might not know the business overview so companies need to provide training courses which are expensive.</li> </ul>

**Job advertisements : It includes ...**

1. job title
2. name, address, email, and telephone number of employers
3. job description
4. skills and qualification required for the jobs
5. salary and benefits
6. method of application

