

4.2 Recruitment and selection of employees

AQA GCSE 9-1

Students should understand the interdependent nature of business operations, human resources, marketing and finance. Students should be able to give examples of how business objectives would be split into functional plans with clear links throughout.

Key Learning Question	Notes	Self-assessment	Revised
<p>What is the difference between internal and external recruitment?</p> <p>What are the benefits and drawbacks of internal and external recruitment?</p> <p>Outline the main stages in the recruitment and selection process, including:</p> <ul style="list-style-type: none"> • job analysis • job description • person specification • selection methods <p>Analyse the benefits of having an effective recruitment and selection process for a business, include the following:</p> <ul style="list-style-type: none"> • high productivity • high quality output or customer service • staff retention <p>What is the difference between part time and full time contracts, job share and zero hour contracts?</p> <p>What are the benefits of full and part time employment?</p>			
How do I revise for an assessment? (Study skills).			

Key Skills
<ul style="list-style-type: none"> • Understand key terms • Application of case studies and knowledge • Literacy: Extended writing and exam questions • Analysis

Key words

Words in bold – make sure you know what they all mean.

Target grade: _____

Working at grade: _____

<p>Targets to improve:</p> <p>1)</p> <p>2)</p>
