



Business study/ IGSCCE level Unit 8_Part 1

AY 2019-2020



Unit 8: Recruitment, selection and training of workers: Part 1/2

▶ Lesson Objectives:

- ▶ Methods of recruiting and selecting workers
- ▶ The importance of training
- ▶ Methods of training
- ▶ Reasons for reducing the size of the workforce
- ▶ Legal controls over employment

Unit 8: Methods of recruiting and selecting workers



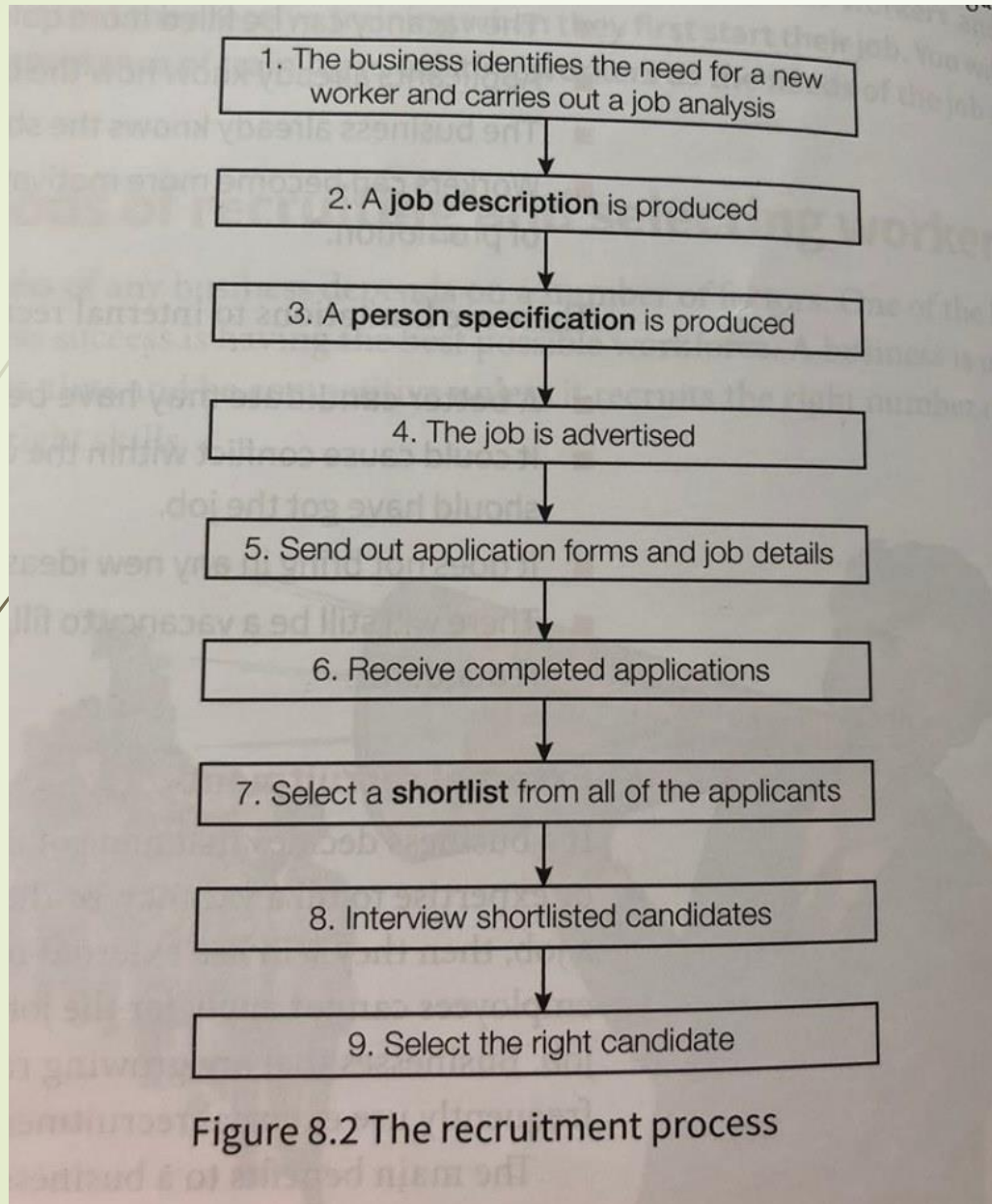
Unit 8: Methods of recruiting and selecting workers

Internal recruitment		External recruitment	
Advantages	Disadvantages	Advantages	Disadvantages
<ul style="list-style-type: none"> - The vacancy can be filled more quickly and more cheaply - Applicants already know the business - Business already know the weaknesses and strengths of the applicant - Workers get motivated to get the chance 	<ul style="list-style-type: none"> - There might be better candidates out there - Internal conflict if other workers think they should have gotten the chance - Does not bring new ideas - Still a vacancy to feel for the applicant's former position 	<ul style="list-style-type: none"> - Bring new ideas - Wider choice of applicants - no risk of upsetting other workers 	<ul style="list-style-type: none"> - Requires longer time - Higher cost: advertising, interviewing - Require induction training: increase cost



Take notes from the book: page 107

Unit 8: Methods of recruiting and selecting workers



- Main stages in recruiting and selecting

Unit 8: Methods of recruiting and selecting workers

- **Job analysis**
- **Job description** (job title/ the main duties of the post/ responsibilities/ accountability)
- **Person specification**



KEY TERM

Job description: a list of the key points about a job, job title, key duties, responsibility and accountability.



KEY TERM

Person specification: a list of the qualifications, skills, experience and personal qualities looked for in a successful applicant.

Unit 8: Methods of recruiting and selecting workers

An example of a person specification is shown in Figure 8.4.

Person Specification – Sales and Marketing Executive

Personality: Self-driven, results-oriented with a clear focus on high quality and business profit. Reliable, tolerant, and determined. Able to get on with others and be a team-player.

Specific Job Skills: Excellent written communication skills. Understands the principles of marketing and advertising cost-effectiveness. Experience of managing marketing agency activities desirable but not essential. Must be an excellent face-to-face and telephone communicator.

Computer skills: Must be adept in use of MS Office 2007 or later, particularly Excel and Word, and ideally Access or similar database to basic level, internet and email.

Management Ability: Some people-management skills, experience and natural ability will be useful.

Qualifications: Must be educated to 'A' Level standard.

Figure 8.4 An example of a person specification

The logo for 'emart' features a lowercase 'e' in a bright yellow color, followed by the lowercase letters 'mart' in a dark grey, sans-serif font.

ТОГООЧ /Хан-Уул салбар/

Гүйцэтгэх үндсэн үүрэг

- Хоолыг батлагдсан жорын дагуу амт чанартай, түргэн шуурхай хийж гүйцэтгэх
- Үйлчлүүлэгчийн сэтгэл ханамжийг нэмэгдүүлэх
- Эрүүл ахуйн стандарт, дүрэм журам болон технологийн горимыг мөрдөж ажиллах г.м

Ажлын байранд тавигдах шаардлага

- Харилцааны болон багаар ажиллах чадвартай
- Ажлын ачаалал даах чадвартай
- Хариуцлагатай
- Тогтвор суурьшилтай ажиллаж, өсөх дэвших хүсэл эрмэлзэлтэй
- Ажлын туршлага шаардахгүй, хоол хийх сонирхолтой л бол сургаж авна

Нэмэлт мэдээлэл

Хэрэв та уг ажлын байрыг сонирхож байвал Имарт Хан-Уул салбарын Хэрэглэгчийн үйлчилгээний төв

Unit 8: Methods of recruiting and selecting workers

Next steps

- Advertising a job
- Sending out application forms and job details
- Cover letter

A sample CV is shown in Figure 8.5.

Figure 8.5 A sample CV

CURRICULUM-VITAE	
Personal Information	
Name-Surname	
Nationality	mongolian
Date-of-birth	
Current-Address	
Phone-no/email	
Work-experience	
March-2014- March-2017	- ->
August-2012- December-2013	
July-2008- July-2012	- ->
Education	
2004-2008	
1997-2001	
Languages	Mongolian, german, english, chinese, russian
Hobbies	Reading, travelling

Dear-Sirs,

Herewith-I-am-writing-to-you-regarding-your-job-announcement-in-"XXX"-newspaper.

At-the-moment-I-am-employed-in-China, Tianjin-and-planning-to-return-to-Mongolia-from-January-2014. Taking-advantage-of-this-geographical-relocation, I-am-also-looking-forward-to-try-out-new-fields-of-occupation. It-has-been-announced-that-your-company-is-looking-for-younger-staff, but-I-am-a-fast-and-eager-learner-and-hope-to-have-opportunity-to-proof-it-to-you.

Attached-kindly-find-my-CV.

Please-do-not-hesitate-to-contact-me-in-case-of-any-questions,

Hoping-to-hear-back-from-you,

Name-Surname
0086-188-9228-6217

Unit 8: Methods of recruiting and selecting workers

- Next steps
 - Receiving applications and shortlisting candidates
 - Selecting the right candidate



KEY TERM

Shortlist: a list of candidates who are chosen from all of the applicants to be interviewed for the job.

Unit 8: Methods of recruiting and selecting workers

- Benefits and limitations of part-time and full-time workers

Part time workers	
Benefits	Limitattions

Full time workers	
Benefits	Limitattions



For detailed information, take notes
from the book: Page 113-114



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➤ Assignments:

- Research for job advertisements for yourself
 - Mongolian job advertisements are listed here:
<https://biznetwork.mn/>
 - Write your CV
 - Write a cover letter for your application
- These 3 assignments will be entered on Canvas, pls submit via Canvas