

Lesson 3 · Part 2: Recruitment & selection: the 8 stages, shortlisting and the exam

3.4 journey

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Lesson 4 of 7

Learning goals

- ✓ Recall the 8 stages of recruitment and selection in order
- ✓ Shortlist candidates against an essential person specification
- ✓ Design a fair selection process
- ✓ Explain how good recruitment improves productivity, quality and retention

Key words



Shortlist The strongest few applicants, chosen to go forward.



Selection task A practical test or trial that checks job skills.



Essential criteria Things a candidate must have — or they are rejected.



Desirable criteria Bonus things that are helpful but not required.

What you need to know

Recruitment — attract people



Selection — choose the best



The eight stages: five for recruitment (attracting people), then three for selection (choosing the best).

The recruitment and selection process has **8 stages**. The first five are **recruitment** (attracting people). The last three are **selection** (choosing the best).

Two stages are often muddled in the exam: the **job description** lists the **duties**, while the **person specification** lists the **skills and qualities**. The selection task (a trial shift or practical) checks the person can actually *do* the job, not just talk about it.

Test yourself

Cover the answers below, answer Q19–Q28, then check.

Q19 What is recruitment?

Q20 What is selection?

Q21 What is internal recruitment?

Q22 One benefit of internal recruitment?

Q23 One drawback of internal recruitment?

Q24 What is external recruitment?

Q25 One benefit of external recruitment?

Q26 What is a job description?

Q27 What is a person specification?

Q28 Why is an effective recruitment process important?

ANSWERS

A19 The process of attracting suitable candidates to apply for a job.

A20 The process of choosing the most suitable candidate from applicants.

A21 Recruiting employees from inside the business.

A22 Lower costs and better staff motivation.

A23 Limits the pool of applicants.

A24 Recruiting employees from outside the business.

A25 Brings in new skills and ideas.

A26 A document outlining the duties and responsibilities of a job.

A27 A document outlining the skills, qualifications, and qualities needed for a job.

A28 It improves productivity, quality, and staff retention.