Recruitment and Selection: Assignment 2 (LAB/LAC)

| Criteria | Tasks | Target Date | Done |
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| **P3: Prepare appropriate documentation for use in selection and recruitment activities** |
| P3 (1) | Research and annotation – range of documents examples to show research from other businesses:Research into job roles – own and other jobs – need to show how it helped to develop you job description and specificationDocument to include:* Advert
* Job description
* Person specification
 | 9/11/20 |  |
| P3 (2) | Chosen job role (interviewer)Recruitment documents- first draft annotated with group feedback* Advert
* Job description
* Person specification
* Blank application form
 | 16/11/20 |  |
| P3 (3)(see also D2) | Chosen job role (interviewer)Recruitment documents- final version (in Welcome Pack)* Advert
* Job description
* Person specification
* Updated application form
* Letter inviting candidate for interview
 | 23/11/20 |  |
| P3 (4) | Application documents (for job applied for)* Welcome pack from job applied for
* Letter of application
* CV
* Application form
 | 7/12/20 |  |
| P3 (5)(see also D2) | Chosen job role (interviewer) selection documents: * Interview questions
* Interview checklist
* Letter informing candidates of success/failure
* Request for reference form/letter
 | 18/1/21 |  |
| **P4: Participate in selection interviews, as an interviewer and interviewee****M2: In recruitment interviews demonstrate analytical responses and questioning to allow for assessment of skills and knowledge** |
| P4 (1) | Interview preparation* Example questions
* Example responses
* Evidence of preparation
 | 25/2/21 |  |
| M2 (1) | Interview preparation:* Ensure questions will all assessment of skills and development
* Analyse choice of questions to show why included
* Analyse prepared responses to ensure thy will be demonstrate own shill in meeting requirements of job role
 | 25/2/21 |  |
| P4 (2)M2(2) | Witness statement for interview as interviewee* Witness statement for interview as interviewer
* Written response to interview questions
 | Interviews Scheduled between 1/2-12/2 |  |

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| --- | --- | --- | --- |
| **P5: Complete a SWOT analysis on your performance in role in the interviewing activities** |
| P5 (1) | Skills Audit - evidenced | 15/2/21 |  |
| P5 (2) | Identify strengths, weaknesses, opportunities and threats – supported with examples on your:* performance as an interviewer
* Performance as an interviewee
 | 22/2/21 |  |
| **P6: Prepare a personal skills plan for future interview situations** |
| P6 (1) | Detailed plan – containing – objectives, success criteria, actions timescales* Must identify type of careers considered and interview situations that could occur
* Must clearly identify skills to be developed and give targets and action to meet these skills
 | 8/3/21 |  |
| **M3: Analyse the results of the process and how your skills development will contribute to your future success.** |
| M3 (1) | Analysis of the effectiveness of the interview questions (interviewer and interviewee) and the responses given.Effectiveness of the process Must show a clear link between the skills developed in the process and how this will enhance career prospects | 15/3/21 |  |
| **D2: Evaluate how well the documents prepared and participation in the interview activities supported the proceeds of a job offer** |
| D2(1) | Write an individual detailed evaluation of the documents used and the interview activities. Your report should reach a reasoned conclusion on whether or not the interview documents were effective and if they fully supported the interview activity:* Be specific about documents used and how they support the recruitment and selection process
* For example the job description contains clear duties and responsibilities (give examples) and then say why is it important for the candidate to know (e.g. retention) and why it is important for the organisation to know (e.g. saving time, shortlisting, money, selection)
* Discuss how the documents worked through the process e.g. did they enable the candidate to compete the application form successfully? Did they have sufficient knowledge of the role to ensure suitability? Did they allow the candidate to prepare for the interview? Were they clear and fit for purpose?
* MUST consider the process from both perspectives – candidate and organisation
 | 22/3/20 |  |
| **D3: Evaluate how well the recruitment and selection process complied with best practice, drawing reasoned conclusions as to how it will support you future career** |
| D3 (1) | Write a balanced evaluation the process, highlighting how well the processes were related to professional best practice. Offer a detailed conclusion as to how this will support career progression.* Research recruitment best processes
* Using examples of best practice –evaluate how you work meets these
* Give specific examples of how the skills developed in the process will help future carers.
 | 29/3/20 |  |

Final Deadline 29/3/21