4.2 Recruitment and selection: 10-minute Pack

AQA 8132 · Calculator allowed · about 10 minutes

Total Marks

Name: _____ Date: ____ / ____ / _____

Answer ALL questions in the spaces provided. Show your working for any calculation: method marks are available even if your final answer is wrong. Silverwood Furniture, used throughout this pack, is a fictional business.

1 Which one of the following best describes 'internal recruitment'?

- ☐ A) Filling a vacancy with someone who already works for the business
- ☐ B) Advertising a vacancy in a national newspaper
- ☐ C) Using a recruitment agency to find candidates
- ☐ D) Filling a vacancy with a completely new employee from outside the business

(Total for Question 1 is 1 mark)

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2 Define each of the following recruitment documents.

(a) Job description **(1)**

(b) Person specification **(1)**

(c) State one way Silverwood Furniture would use both documents together during recruitment. **(1)**

(Total for Question 2 is 3 marks)

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3 The Equality Act 2010 makes it unlawful for a business to discriminate against a job applicant because of a protected characteristic, such as age, sex, race, disability or religion.

(a) State what the Equality Act 2010 requires of Silverwood Furniture when recruiting. **(2)**

(b) Explain one practical implication of this law for how Silverwood Furniture designs its store manager job advert and interview questions. **(2)**

(Total for Question 3 is 4 marks)

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Mark scheme · 4.2 Recruitment and selection: 10-minute Pack

Question 1

A cao **B1**

Answer: A

Question 2

(a) a document setting out the duties, responsibilities and main tasks of a job role **B1**

(a) Answer: A document setting out the duties, responsibilities and main tasks of a job role.

(b) a document setting out the qualifications, skills, experience and personal qualities an ideal candidate should have **B1**

(b) Answer: A document setting out the qualifications, skills, experience and personal qualities an ideal candidate should have.

(c) e.g. to shortlist applications by comparing each candidate's CV/application against both documents, or to write the job advert **B1**

(c) Answer: For example, to shortlist applications by comparing each candidate against both documents.

Question 3

(a) identifies that it is unlawful to discriminate against an applicant because of a protected characteristic **B1**

(a) gives an example of a protected characteristic, e.g. age, sex, race, disability or religion **B1**

(a) Answer: It is unlawful to discriminate against a job applicant because of a protected characteristic, such as age, sex, race, disability or religion.

(b) identifies a practical implication, e.g. the advert and interview questions must be based only on the person specification's job-related requirements **B1**

(b) develops the point with an outcome, e.g. so questions about a candidate's age, family plans or health must be avoided unless directly relevant to the job, to avoid unlawful discrimination **B1**

(b) Answer: The advert and interview questions must be based only on the job-related requirements in the person specification, avoiding questions about a candidate's age, family plans or health unless directly relevant, to avoid unlawful discrimination.

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