4.7 Job Descriptions and Person Specifications in Recruitment: 10-minute Pack

AQA 8132 · Calculators not allowed · about 10 minutes

Total Marks

Name: _____ Date: ____ / ____ / _____

Answer ALL questions in the spaces provided. At least some questions require full-sentence answers.
Time suggested: 10 minutes.

1 Which one of the following belongs on a person specification rather than on a job description?

- [ ] A) Main duties of the role
- [ ] B) The name of the line manager
- [ ] C) Essential qualifications required
- [ ] D) The start date for the job

(Total for Question 1 is 1 mark)

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2 The person specification for a receptionist lists 'ability to speak a second language' as desirable. What does 'desirable' mean here?

- [ ] A) Applicants without it will be rejected
- [ ] B) It would be an advantage, but applicants without it can still be considered
- [ ] C) It must be shown on the application form only
- [ ] D) It will only be needed after the first year in the job

(Total for Question 2 is 1 mark)

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3 How does a business mainly use a person specification when it is shortlisting applicants?

- [ ] A) To decide the applicant's rate of pay
- [ ] B) To tell the applicant their duties and working hours
- [ ] C) To write the employment contract
- [ ] D) To compare each applicant's qualifications, skills and experience with the criteria for the job

(Total for Question 3 is 1 mark)

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4 Which one of the following is an example of a skill, rather than a qualification, on a person specification?

- ☐ A) A GCSE in Maths
- ☐ B) Good communication with customers
- ☐ C) A Level 2 Food Hygiene certificate
- ☐ D) An NVQ in Hospitality

(Total for Question 4 is 1 mark)

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5 A job description for a warehouse assistant says only 'general duties as required'. Which one of the following is the most likely problem with it?

- ☐ A) Applicants and the employee may not be clear what the job involves
- ☐ B) The business will not be able to advertise the job
- ☐ C) The person specification will no longer be needed
- ☐ D) The employee will be paid too much

(Total for Question 5 is 1 mark)

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6 Explain one reason why including unnecessary essential criteria on a person specification could harm a business.

(Total for Question 6 is 3 marks)

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Mark scheme · 4.7 Job Descriptions and Person Specifications in Recruitment: 10-minute Pack

Question 1

C cao **B1**

Answer: C

Question 2

B cao **B1**

Answer: B

Question 3

D cao **B1**

Answer: D

Question 4

B cao **B1**

Answer: B

Question 5

A cao **B1**

Answer: A

Question 6

identifies a reason, e.g. it reduces the number of people who can apply, for example by requiring a degree for a job that does not need one **B1**

develops the point, e.g. suitable candidates who could do the job well are rejected or put off applying **B1**

links to an outcome, e.g. the business may have to re-advertise, leave the post empty for longer, or pay a higher wage to attract the few who qualify **B1**

Answer: It shrinks the pool of applicants, so good candidates are turned away and the business may struggle to fill the post or have to pay more.

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