4.7 Job Descriptions and Person Specifications in Recruitment: Test Pack

AQA 8132 · Calculators not allowed · about 15 minutes

Total Marks

Name: _____ Date: ____ / ____ / _____

Answer ALL questions in the spaces provided. At least some questions require full-sentence answers.
Time suggested: 15 minutes.

1 Which one of the following is normally included in a job description for a vacancy?

- ☐ A) A list of essential qualifications required
- ☐ B) A list of the business's competitors
- ☐ C) The reporting line for the role
- ☐ D) A sample employment contract

(Total for Question 1 is 1 mark)

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2 Harbour Vets, a fictional practice, scores each applicant for a veterinary receptionist post against four essential criteria. Each criterion is scored from 0 to 3 for how well the applicant meets it. Each score is then multiplied by the weighting for the criterion, because some criteria matter more than others.

Weightings: full driving licence 3; two years' experience in a similar role 2; first aid certificate 2; good numeracy 1.

Ayesha scored 3, 1, 3 and 2 on the four criteria, in the order listed. Callum scored 1, 3, 2 and 3.

(a) Calculate Ayesha's weighted score. Show your working. **(2)**

.....

(b) Calculate Callum's weighted score. Show your working. **(2)**

.....

(c) State which applicant should be shortlisted first. **(1)**

.....

.....

(Total for Question 2 is 5 marks)

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3 A shop writes 'must be under 30' as an essential criterion on the person specification for a shop assistant. Which one of the following is the main problem with this criterion?

- ☐ A) It treats older applicants unfairly and is not needed to do the job
- ☐ B) It makes the job description too long
- ☐ C) It means the job will be filled too quickly
- ☐ D) It shows that the job is part-time

(Total for Question 3 is 1 mark)

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4 Explain one reason why a business should update a job description when the duties of a role change.

(Total for Question 4 is 3 marks)

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Mark scheme · 4.7 Job Descriptions and Person Specifications in Recruitment: Test Pack

Question 1

C cao **B1**

Answer: C

Question 2

(a) (3 x 3) + (1 x 2) + (3 x 2) + (2 x 1) seen, or 9 + 2 + 6 + 2 seen **M1**

(a) 19 cao **A1**

(a) Answer: 19.

(b) (1 x 3) + (3 x 2) + (2 x 2) + (3 x 1) seen, or 3 + 6 + 4 + 3 seen **M1**

(b) 16 cao **A1**

(b) Answer: 16.

(c) Ayesha (ft from parts a and b: the applicant with the higher weighted score) **B1**

(c) Answer: Ayesha.

Question 3

A cao **B1**

Answer: A

Question 4

identifies a reason, e.g. the old job description would no longer match the work the employee actually does **B1**

develops the point, e.g. the employee could be asked to do tasks that are not in their job description, or a future applicant could be recruited for duties that no longer exist **B1**

links to an outcome, e.g. this can cause disagreement about workload or pay, or lead to someone unsuitable being recruited, whereas an accurate description keeps expectations fair and clear **B1**

Answer: An out-of-date job description no longer matches the real work, which can cause disagreements about duties and pay or the recruitment of an unsuitable person.

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