

2.3 Recruitment, selection and training of employees

Name: _____ Class: _____ Date: _____ **Total: 20 marks**

KEY WORDS training 培训 • external 外部招聘 • recruitment 招聘 • internal 内部招聘
• dismissal 解雇

Objective

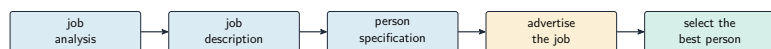
Build the skills to answer exam questions on **recruitment, selection and training** 招聘、选拔与培训 — the recruitment process, **internal and external** 内部与外部 recruitment, types of **training** 培训, and reducing the workforce.

You must be able to:

- describe the recruitment and selection process
- compare internal and external recruitment, and types of training
- distinguish redundancy from dismissal

1 Worked examples

■ Recruiting and training



Recruitment finds applicants; selection chooses the best

- **Documents:** **job description** 工作描述 (the duties) and **person specification** 人员规格 (the right person's skills).
- **Internal** 内部招聘: cheaper, faster, known — but no new ideas. **External** 外部招聘: new skills — but costlier, slower.
- **Training:** **induction** 入职培训, **on-the-job** 在职培训, **off-the-job** 脱产培训.
- **Redundancy** 裁员: the job is no longer needed. **Dismissal** 解雇: the worker is removed for a reason.

Answer shapes: K + App + An + Ev (a justified judgement, for “do you think” questions).

2 Practice

2.1 Define the term *recruitment*. [2]

2.2 State the difference between a *job description* and a *person specification*. [2]

2.3 State the difference between *redundancy* and *dismissal*. [2]

3 Exam-style questions

3.1 Identify two methods a business could use to select the best applicant. [2]

3.2 Explain two benefits to a business of training its workers. [6]

3.3 A business needs to fill an important job quickly. Do you think it should recruit internally rather than externally? Justify your answer. [6]
