

2 Structure and recruitment – Part 2 —Answers

Answers

Work through these after trying the questions yourself.

2.6 Who reports to whom —the structure of the business.

2.7 A manager.

2.8 The process of finding and hiring new workers.

2.9 Advertising the job (writing a job advert).

2.10 To choose the best person —to find out about their skills and suitability.

2.11 The order is: **job advert** → **applications** → **shortlist** → **interview** → **appoint**.