Home Learning Task – Recruitment and Selection

Case Study 1

Several years ago George went for a job interview with a local firm distributing computer games for Microsoft. The manager had spoken to him over the phone to invite him for an interview the next day. George had no time either to prepare his CV or get a reference from his previous employer. His interview lasted five minutes where the manager did most of the talking. He wasn’t informed that he was successful until a month later by which time he had already accepted a better job working for Bootus, a manufacturer of fur-lined boots, organising its logistics i.e. arranging all the deliveries of stock to the customers.

Bootus was expanding and a job vacancy had come up in logistics. The post was then analysed to establish if it could be justified financially. The HR Director took charge of compiling a job description to clarify the tasks and duties of the post and then she wrote out a person specification where the desired experience, qualifications and personality of the new recruit were confirmed.

Bootus had advertised in the Herald newspaper and, based on his application form, invited George for an interview along with 10 other candidates. He had been asked to give a presentation on his ideas for improving the logistics of the firm. He sat a numerical test to compare him with the other applicants and a medical test as aspects of the job were very physical. He made a good impression and was invited back for a second interview where he met the rest of the staff and had a more in-depth chat with the Managing Director.

He was informed on the evening of the second interview of his success with his application. He is now Logistics Director and has contributed to expanding Bootus to manufacture and distribute boots for the whole of the UK.
1. Describe the recruitment process a firm, such as Bootus, could use to ensure it gets the right candidate for the job. (5)

2. Describe a selection process a firm, such as Bootus, could use to ensure it gets the right candidate for the job. (5)

3. Describe 3 methods of testing a firm, such as Bootus, could use to help with their selection of a suitable candidate. (6)

4. Describe the advantages and disadvantages to Bootus of advertising their job in a national newspaper. (4)