

Supporting recruitment and selection procedures

Level: 3
Credits: 4
Learning Time: 40

Learning Outcomes	Assessment Criteria
<i>The learner will:</i>	<i>The learner can:</i>
1 Be able to carry out a job analysis	1.1 Explain the requirements of a job analysis 1.2 Analyse and evaluate the component parts of a job role
2 Be able to produce documentation used in recruitment and selection procedures	2.1 Produce recruitment and selection documentation 2.2 Prepare interview and selection documentation 2.3 Explain the key statutory and contractual rights and responsibilities for the employer and employee

Unit aim

The aim of this unit is to enable learners to understand the procedures involved in an effective recruitment and selection campaign. Learners will also be able to produce the relevant documentation required throughout the recruitment and selection process.