

What is Recruitment and Selection?

Worksheet

Recruitment is the process of attracting candidates; selection is assessing applicants through interviews, tests and other methods to hire the best candidate for the role.

Questions

1. Recruitment aims to...

- A) hire immediately
- B) attract a pool of suitable candidates
- C) reject most candidates
- D) interview only

2. Shortlisting filters candidates based on...

- A) name only
- B) application form and person specification
- C) random selection
- D) first come, first served

3. An aptitude test measures...

- A) personality traits
- B) mental ability and reasoning for the role
- C) age
- D) physical appearance

4. References are typically checked...

- A) before interviews
- B) at the final offer stage
- C) during job advertising
- D) never

5. A bank advertises a branch manager role. Outline the six-stage recruitment and selection process from job analysis to hire.

6. 200 applications received for a graduate scheme role. How does shortlisting work?

7. Two candidates score equally in interviews. What other selection methods might differentiate them?

8. Define: Difference between recruitment and selection?

9. Define: Name four selection methods.

10. Define: What is job analysis?

Answer Key

1. B) attract a pool of suitable candidates - Recruitment's goal is to build a large candidate pool; selection narrows it down to the best hire.
2. B) application form and person specification - Shortlisting uses the job's person specification and essential criteria to fairly filter applications.
3. B) mental ability and reasoning for the role - Aptitude tests assess cognitive ability and job-relevant skills objectively.
4. B) at the final offer stage - References are verified late in selection, usually after interview, to confirm suitability.
5. 1. Job analysis - define manager responsibilities, leadership skills, P&L targets 2. Advertise - job boards, banking networks, LinkedIn 3. Applications - collect CVs and application forms 4. Shortlist - filter to 8-10 candidates matching person spec 5. Select - interviews, aptitude tests, assessment centre exercises 6. Hire - offer, contract, induction
6. 1. Use person specification as filter (e.g. degree class, relevant skills) 2. Scan CVs for key criteria (GCSEs, modules, internships) 3. Rank top 30-50 candidates by score 4. Invite 15-20 for interviews and/or tests
7. Use group exercises to assess teamwork, communication, decision-making; or work simulation to test job-specific tasks; or psychometric testing for personality/values fit
8. Recruitment attracts a pool of candidates; selection assesses and chooses the best candidate through interviews, tests and other methods.
9. Interviews, aptitude or IQ tests, group exercises, work simulations, psychometric tests and reference checks.
10. Defining the job's duties, responsibilities, required skills, qualifications and characteristics of the ideal candidate.

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