

# How do businesses find, choose and train the right people?

Syllabus section 2.1 Human resource management

Dr Moaz Tariq · Cambridge O Level Business 7081

Running case: Meghna Knitwear · 55 minutes

# How this topic is examined

## Paper 1 • Short answer and data response

Define [2] • Identify [2] / [4]

Outline [4] • Explain [6]

Explain two... Which is best? [6]

Do you think... Justify your answer [6]

## Paper 2 • Case study

Explain two reasons... [8]

Consider the three applicants / two methods. Which should the business choose? Justify your answer [12]

## Typical questions on this topic

Define 'job description', 'induction training' or 'off-the-job training'. [2]

Identify four stages of the recruitment process. [4]

Outline two advantages to [business] of having part-time employees. [4]

Explain one advantage and one disadvantage to [business] of using on-the-job training. [6]

Do you think the advantages of external recruitment are greater than the disadvantages? [6]

Consider the three applicants for the job. Who should the business select? [12]

## By the end of this lecture you can...

- 1 Describe the stages of recruitment and selection.
- 2 Explain the difference between a job description and a person specification.
- 3 Compare internal and external recruitment, and full-time and part-time employees.
- 4 Explain the main legal controls over employment and their effects on a business.
- 5 Explain why training is important, and compare induction, on-the-job and off-the-job training.
- 6 Recommend a recruitment or training method for a business, with reasons.

END OF PREVIEW

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