



# Why Are Workers Needed?

- We know that workers are important stakeholders - without them a business cannot operate
- A business may need to employ more workers because:

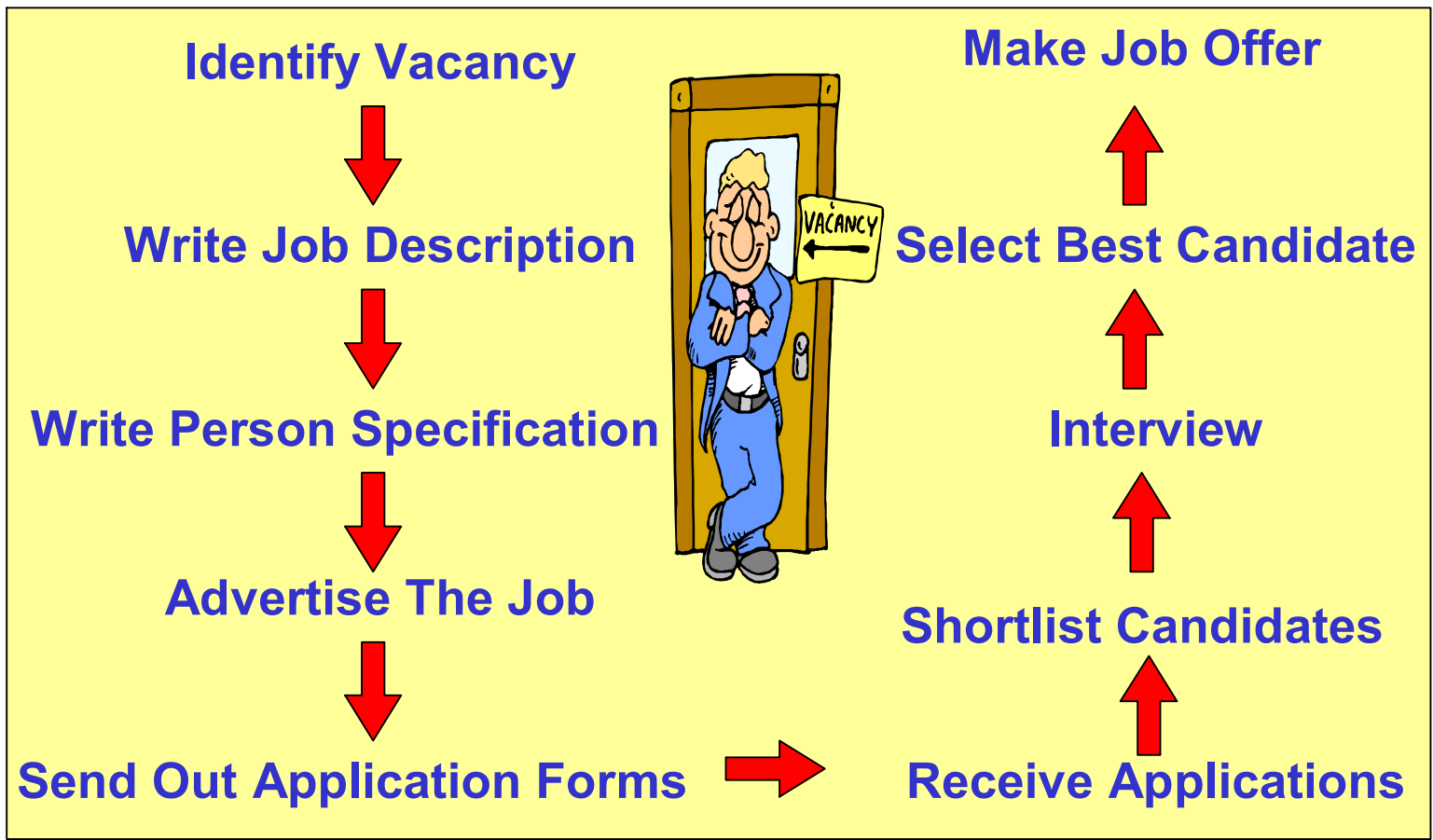


- In a large organisation a plan will be drawn up to ensure that enough staff are always employed
  - This is called a “**Human Resource Plan**” because



# How Do Firms Get Workers?

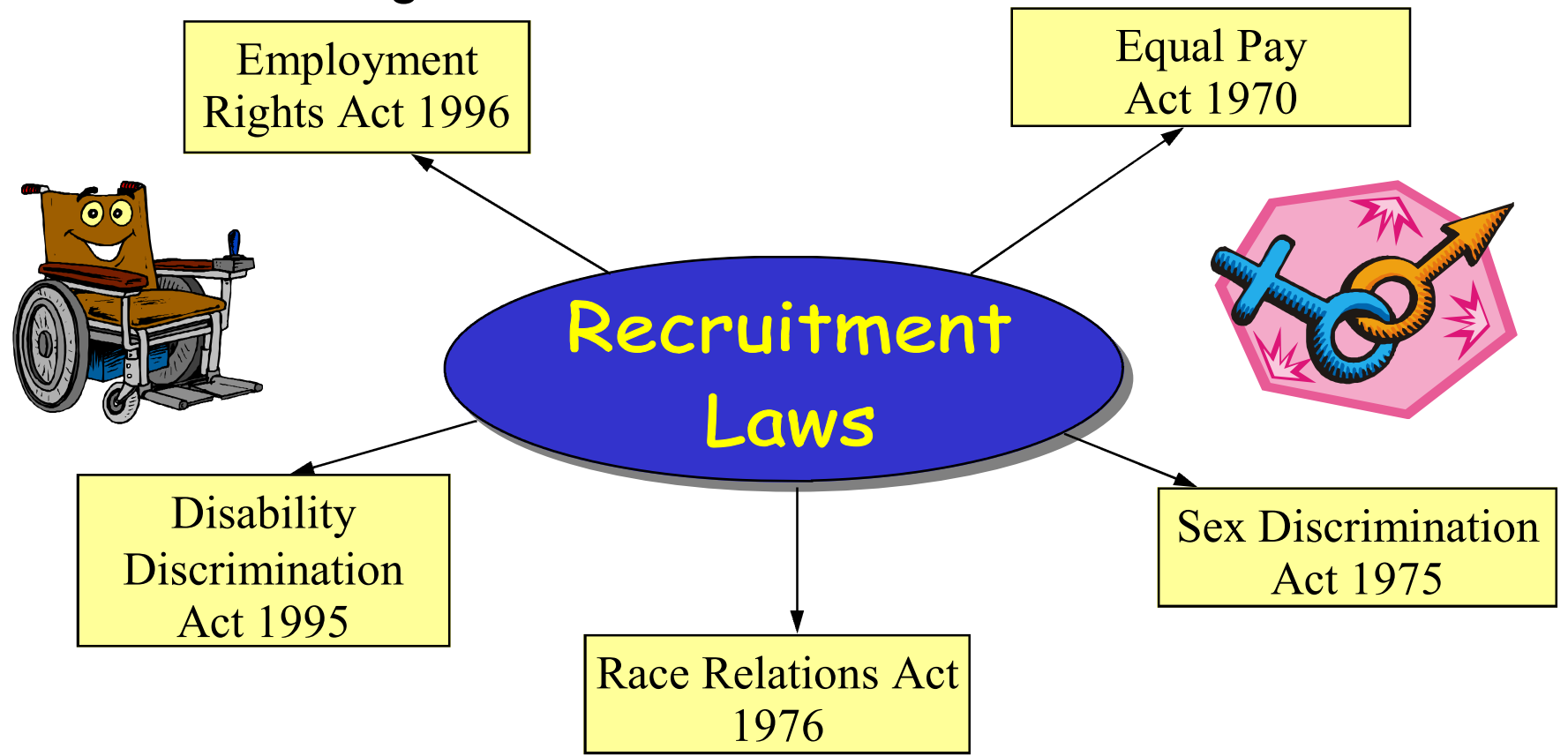
- It is more complex than you think!
- There are a number of stages:





# The Law When Recruiting

- There are a number of important laws to consider when looking for new staff:





# The Job Description

- This document is written by the firm
- It outlines the details of the job
- It should contain the:
  - Job Title
  - Purpose of the job
  - Place in the organisation
  - Specific duties of the job
  - Other responsibilities of the job
  - Location of the job
  - Hours of work
  - Working conditions





# An Example Job Description

<b>Job Description For Sales Consultant – Co-op Travel</b>	
Job Title:	Sales Consultant
Purpose of the Job:	To serve customers in travel department
Place in the Organisation:	Responsible to Departmental Manager
Specific Duties:	Helping customers find their dream holiday
Other Responsibilities:	Providing a high standard of customer service
Location of Work:	Stafford Department Store
Hours of Work:	Up to 39 to include weekends
Wage Rate:	Negotiable



# The Person Specification

- This document is written by the firm but is not seen by the applicants
- It outlines the type of person the firm wants
- It might contain the:
  - Educational qualifications
  - Previous experience
  - General intelligence
  - Specialised skills
  - Interests
  - Personality
  - Physical requirements





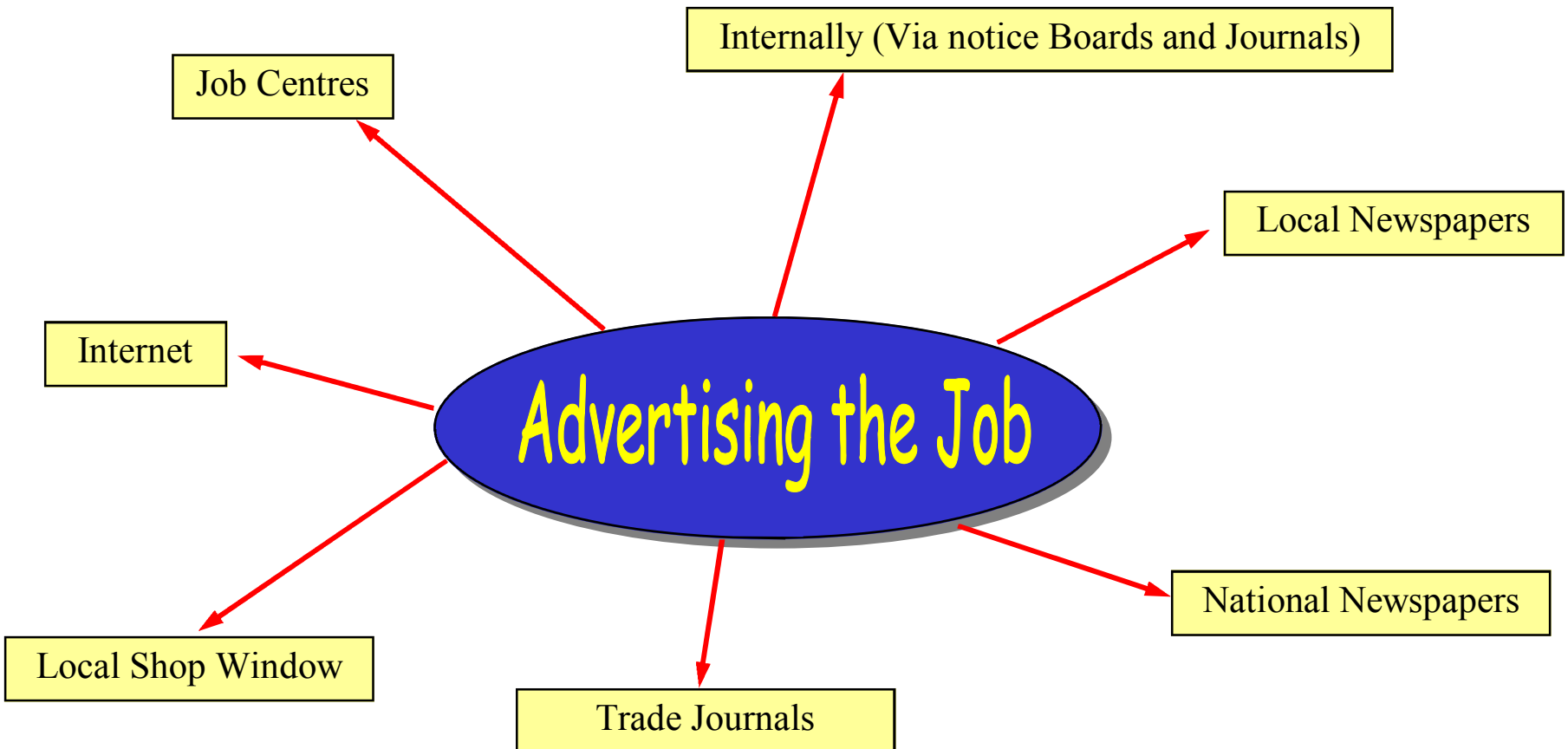
# An Example Person Specification

<b>Person Specification For Sales Consultant – Co-op Travel</b>		
<b>Attribute</b>	<b>Essential</b>	<b>Desirable</b>
Qualifications	None	GCSE English & Maths
Experience	In travel sales	Past experience
Intelligence	Ability to use initiative	Ability to solve problems
Special Skills	Customer-orientated	None
Interests	Travelling	None
Personality	Conscientious	Enthusiastic
Physical	None	None



# Advertising the Job

- In order to attract applicants a firm can advertise in a number of places:





# What Should the Advert Say?

● A good job advert will give the following information:

**Job Title** → FINANCE ASSISTANT/ CASHIER

**Basic Salary/Wage Information** → £14,851 to £16,472 per annum (depending on qualifications and experience)

**Location** → Base: Head Office, Stafford

**Brief Description** → A new opportunity has arisen in our Finance Department for an experienced payroll officer/cashier. You will be responsible to the Management Accountant for the processing of the company's payroll, including updating and maintaining staff data, completion of P45 information for leavers, monthly timesheet entries and liaison with external agencies on payroll related issues. You will also be responsible for banking and purchase ledger administration. The company operates a computerised payroll system and you will be expected to contribute to the development of the system.

**Qualifications/Experience Required** → With a minimum of 12 months experience of working with a computerised payroll system and an excellent knowledge of PAYE, NI, SSP and SMP, you should also have a good working knowledge of Word and Excel. Previous experience with a Navision system would be an advantage. Accuracy and attention to detail are vital, together with the ability to work on your own initiative. It is essential that you can integrate well into a small and very busy team, and have strong customer service skills.

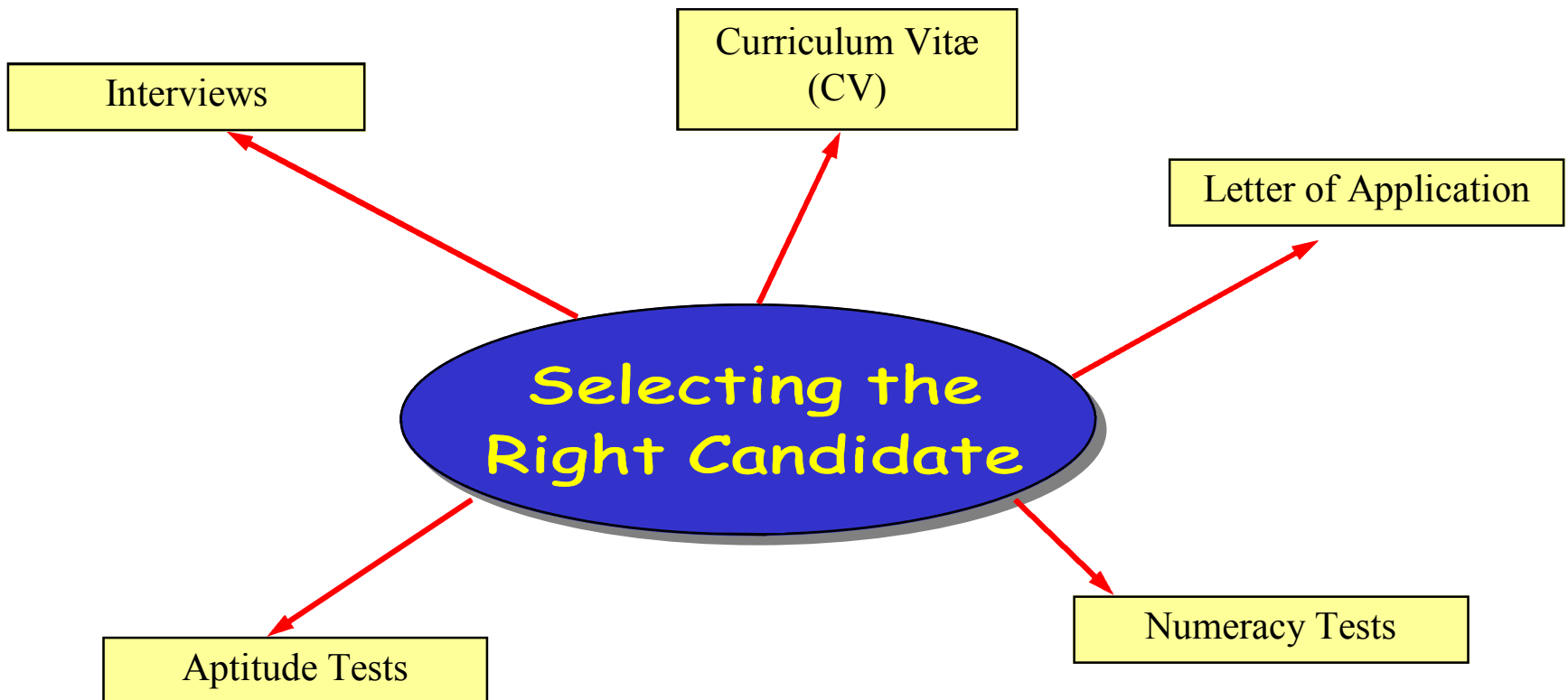
**Address and/or Contract Details** → For an application pack, please e-mail [personnel@CXStaffs.co.uk](mailto:personnel@CXStaffs.co.uk) quoting reference 835 or call our 24-hour answerphone on 01785 355748. Please do not submit CVs. Confidential Disclosure applies - details in application pack. Closing date for receipt of applications: 25 June 2003. Interview date: 7 July 2003. We welcome applications from ALL sections of the community.

**Organisations Identity and Logo** → **connexions** STAFFORDSHIRE



# How do Firms Select?

- Once applications have been received a firm must short-list, or select the best 4 or 5
- There are a number of tools that can help:





# What Happens Next?

- Hopefully a suitable candidate is selected and a job offer is made
- Usually a firm will then ask for references:
  - A referee is someone who will write information about an applicant
  - What they write is confidential and **must** be honest!
- Assuming references are acceptable the successful candidate will start work
- Within 2 months of starting work they must receive a Contract of Employment

