



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:

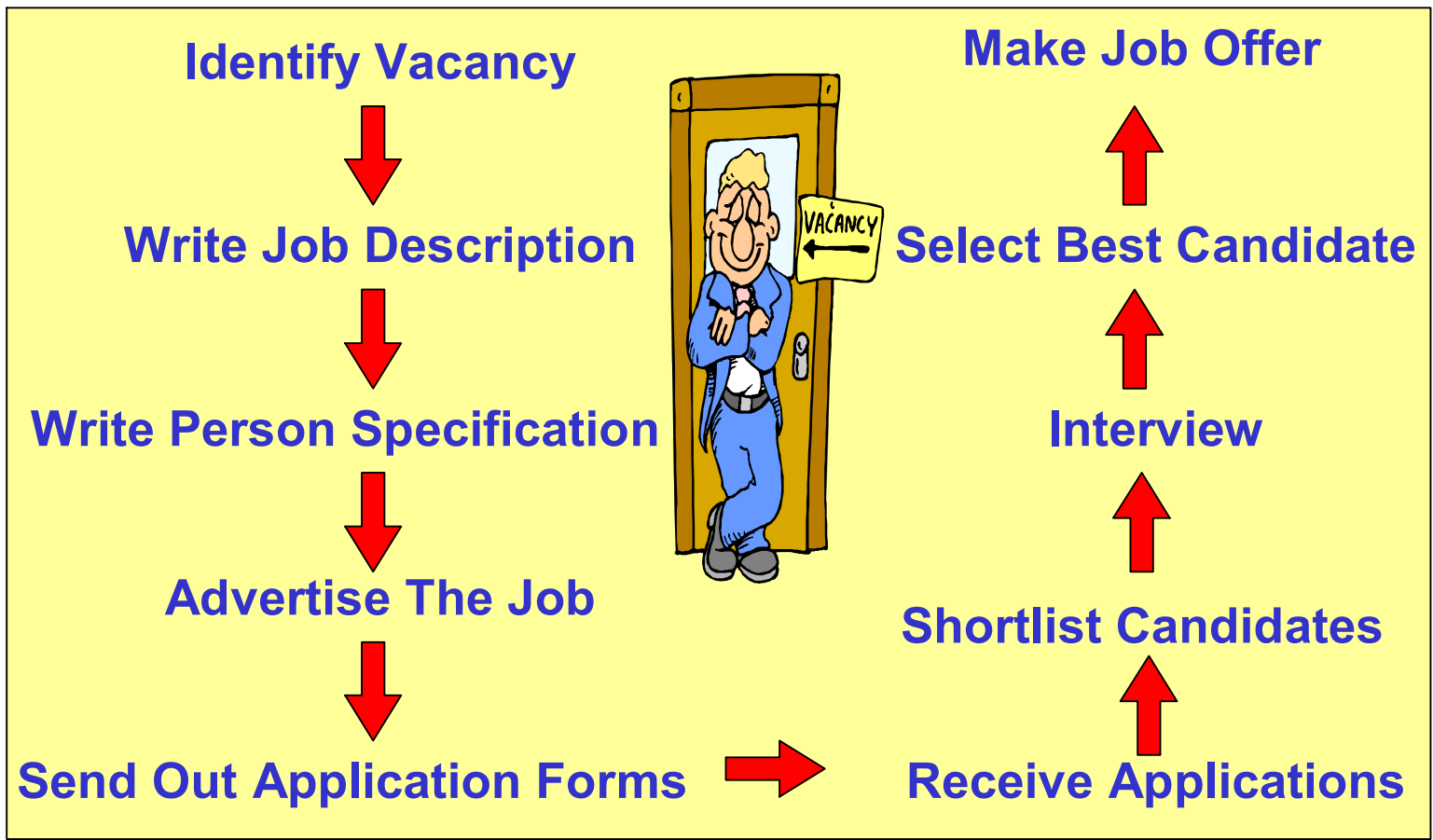


- In a large organisation a plan will be drawn up to ensure that enough staff are always employed
 - This is called a “**Human Resource Plan**” because



How Do Firms Get Workers?

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





The 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





The Person Specification

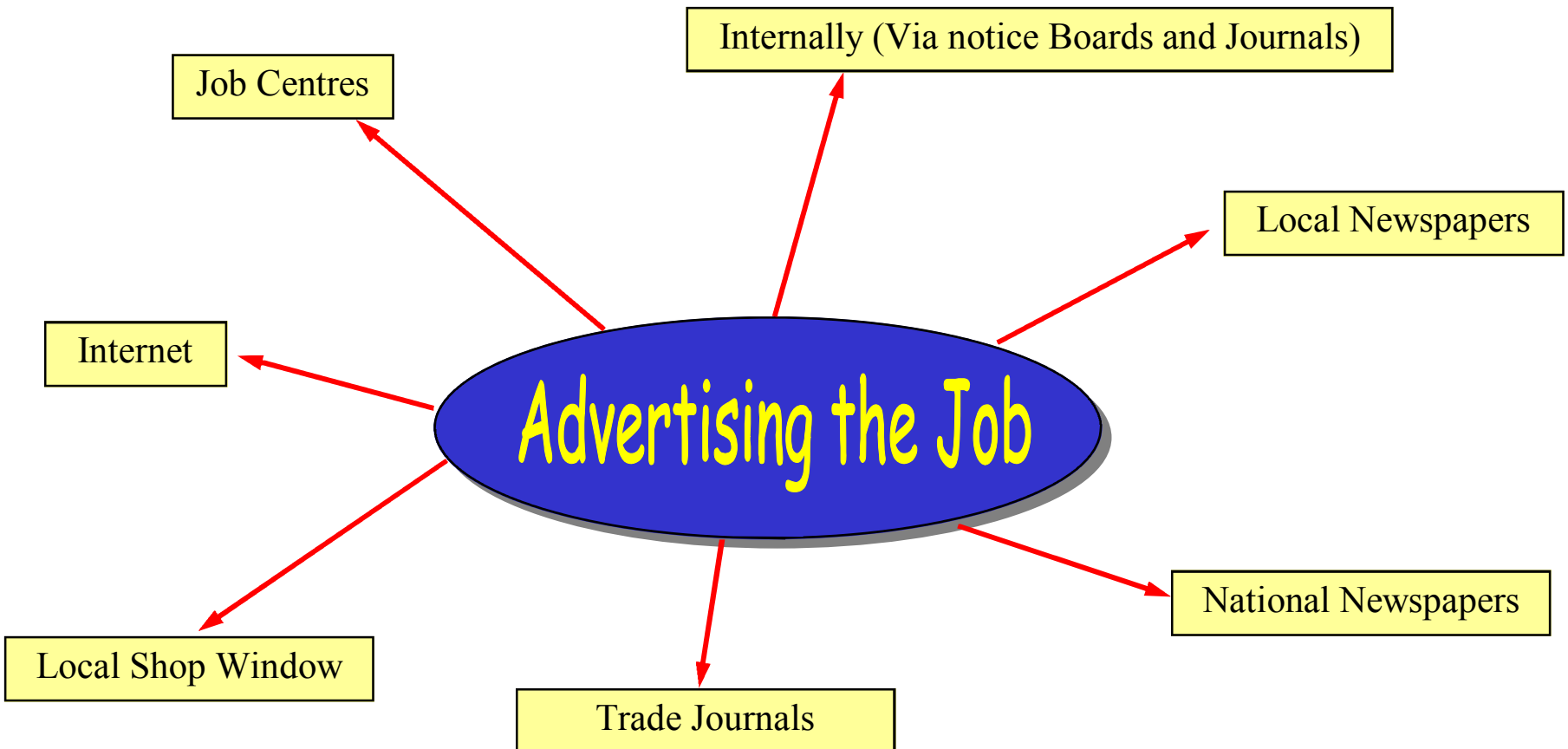
- This document is written by the firm but is not seen by the applicants
- It outlines the type of person the firm wants
- It might contain the:
 - Educational qualifications
 - Previous experience
 - General intelligence
 - Specialised skills
 - Interests
 - Personality
 - Physical requirements





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

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.

Address and/or Contract Details → For an application pack, please e-mail 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.

Organisations Identity and Logo → **connexions** STAFFORDSHIRE

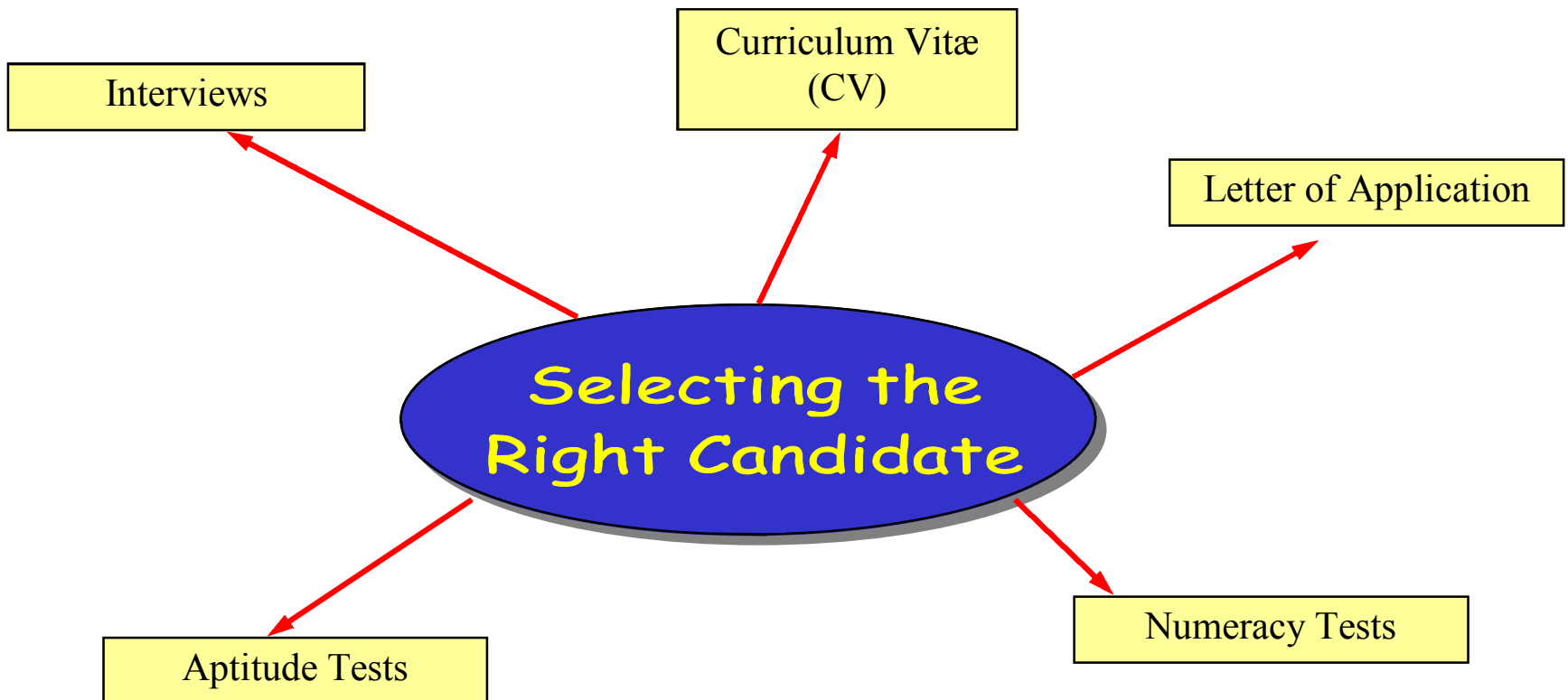
Basic Salary/Wage Information → £14,851 to £16,472 per annum (depending on qualifications and experience)

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.



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 13 weeks of starting work they must receive a Contract of Employment





The Contract of Employment

- This is a legal document
- It should contain the:
 - Name of employer and employee
 - Date on which employment started
 - Job Title
 - Rate of pay, frequency of pay and payment method
 - Normal hours of work
 - Holiday entitlement & holiday pay
 - Conditions relating to sickness and injury
 - Pension arrangements
 - Length of notice required by both parties
 - Disciplinary rules and procedures
 - Arrangements for handling problems

