



Unit 3: Human resource requirements for business and enterprise
Session 2: Stages of recruitment

Learning checklist

Here is a checklist of all of the topics we have covered in this Session. These topics will form part of your assessment for this qualification. You can use this checklist to make sure you are confident with your learning in each of these areas or to identify areas of learning you would like to revisit and improve upon; this will help you to be as prepared as possible for your assessment.

1. Stages of recruitment

You will understand the different stages of recruitment:

- Identify a vacancy
- Develop a person specification
- Develop a job description
- Advertise the vacancy
- Shortlist candidates
- Testing
- Interview
- Obtain references
- Offer position
- Issue contract

2. Types of employment contracts

You will understand the different types of contracts and how these affect the flexibility, efficiency and costs within business and enterprise:

- Contracts of employment:
 - Permanent
 - Temporary
 - Freelance
 - Fixed term
 - Full-time
 - Part-time
 - Zero hour