



2.3 Recruitment, Selection and Training of Workers

What are the stages of recruitment?

1. Job vacancy
2. Job analysis
3. Person specification
4. Job advertisement
5. Job application
6. Application shortlisting/rejection
7. Job interviews
8. Job offer
9. Employment contract

What are the advantages and disadvantages of internal and external recruitment?

1. Advantages in internal / Disadvantage in external
 - a. Save cost on onboarding training, job advertisement, recruitment agencies
 - b. Enables internal promotion => performance, recognition => motivates employees
2. Disadvantages in internal / Advantage in external requirement
 - a. Unable to employ new employees with new ideas/experience/skills
 - b. May not have skills/knowledge available within organisation for vacancy

Where can I advertise job vacancies?

1. Newspapers/magazines
2. Online recruitment websites
3. Recruitment agencies/Headhunters
4. Educational institutions
5. Professional associations
6. Government employment agencies
7. Job fairs

What are the advantages and disadvantages of full-time employment and part-time employment?

1. Advantages in full-time employment / Disadvantage in part-time employment
 - a. To employers
 - i. Full availability/fixed working hours
 - ii. Familiar with internal processes
 - b. To employees
 - i. Job security/stable income
 - ii. Fringe benefits (non-financial rewards)
2. Disadvantages in full-time employment / Advantages in part-time employment
 - a. To employers
 - i. Overtime for extended working hours => increase cost
 - ii. Additional cost from fringe benefits (non-financial rewards)
 - b. To employees
 - i. Opportunity cost on other activities i.e spending time with family
 - ii. No flexi-time.

What are the methods of training? Advantages and disadvantages

1. Induction training/onboarding => only for external recruitment



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2. On-the-job training
3. Off-the-job training

Advantage On-the-job training / Disadvantage Of-the-job training

1. Productivity is not effected as employee still works
2. Lower cost => existing staff as trainer
3. Familiar environment using actual/existing equipment
4. Customized/exclusive training program

Disadvantages On-the-job training / Advantage Of-the-job training

1. Knowledge and skill confined to existing working environment. May not acquire new ideas/skills/knowledge skills not available in existing working environment
2. May adopt existing bad habits

What are the reasons of misconduct and disciplinary action?

1. Gross misconduct by employee
2. Incompetence
3. Against the law

What are the legal controls over employment?

1. Employment Discrimination – age, gender, race
 - a. Direct discrimination
 - b. Indirect discrimination
 - c. Victimization
2. Work health and safety regulation
3. Minimum Wage
4. Child Labour/Legal working age