

GCSE Business Studies

Topic 4 – Human Resource Planning



Name:

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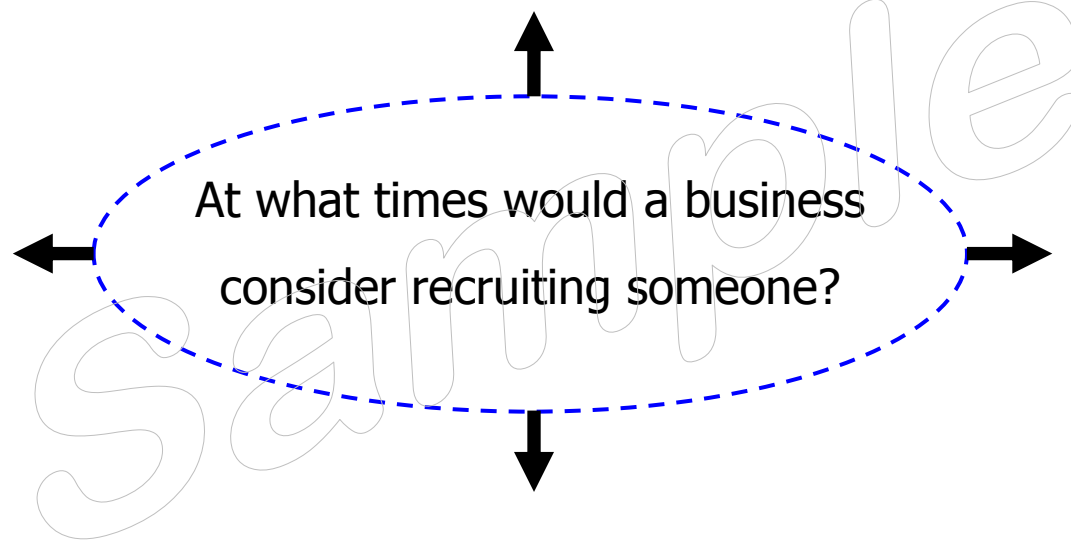


Section A – People in Business: recruiting

Using the space below, explain what is meant by recruitment:

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Extension: Analyse why you feel organisations such as hotels or fast food restaurants have to recruit regularly.

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Section A – Recruitment

A **part time** employee will only work for a proportion of the full working week (e.g. 18 hours). Working part time can be a good way for staff to balance their personal and work commitments and they should be treated no differently to their full time colleagues by their employer.



One of the main advantages to businesses of recruiting part time workers is that it provides them with more flexibility. They can schedule the workers hours as and when they are needed. Outline below two **financial** benefits of this.

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Section A – Recruitment

A **full time** employee will work a full working week normally around 40 hours in the United Kingdom. They are likely to receive a higher wage than part time or casual staff and may in some businesses receive additional benefits such as a larger annual leave (holiday) entitlement.



Full time workers may also get asked to work more hours than they are contracted to (overtime). Outline one **benefit** and one **drawback** to the business of them asking their staff to regularly do this.

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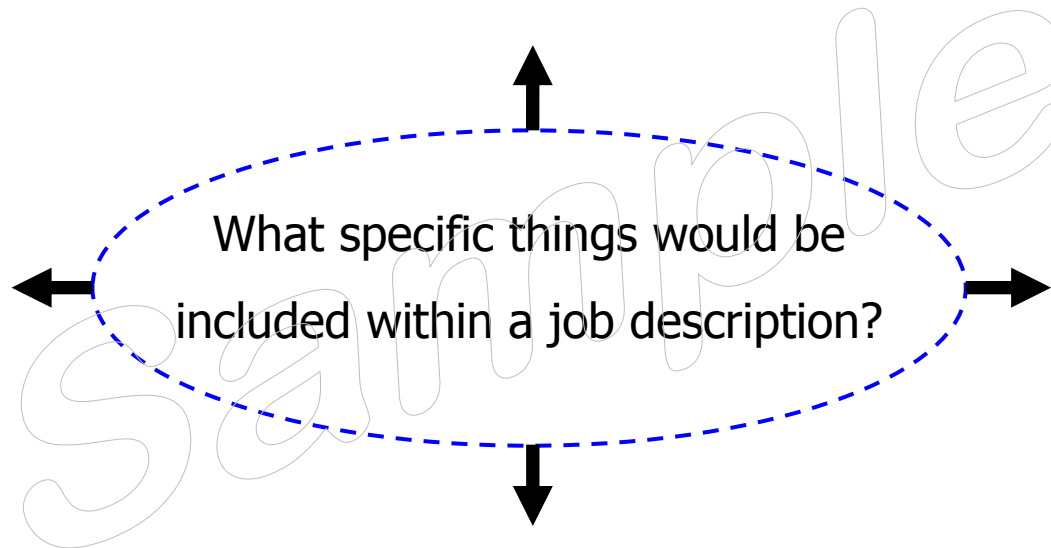
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Section A – Recruitment

A business has to go through various stages of recruitment before eventually hiring someone. One of the first processes is to prepare a job description, which is a written document outlining an employee's roles and responsibilities within an organisation.



Extension: Analyse why it is important businesses provide detailed job descriptions to potential applicants.

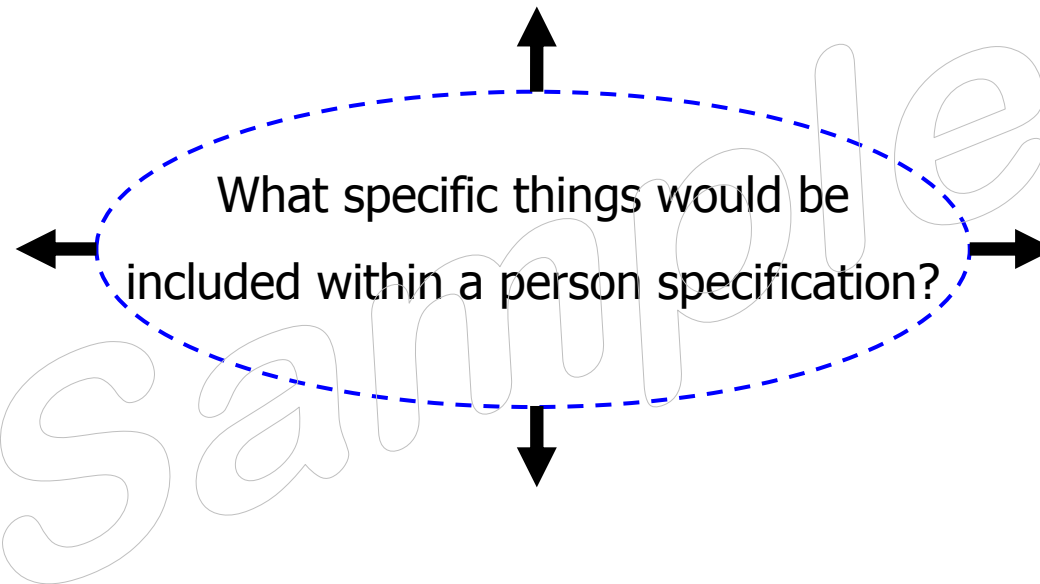
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Section A – Recruitment

As well as preparing a job description, businesses will also produce a person specification, which is a written document outlining the type of personal skills and qualities they are looking for within the job role advertised.



Extension: If a potential applicant feels they do not have all of the things listed within the person specification, do you feel they should still apply for the job?

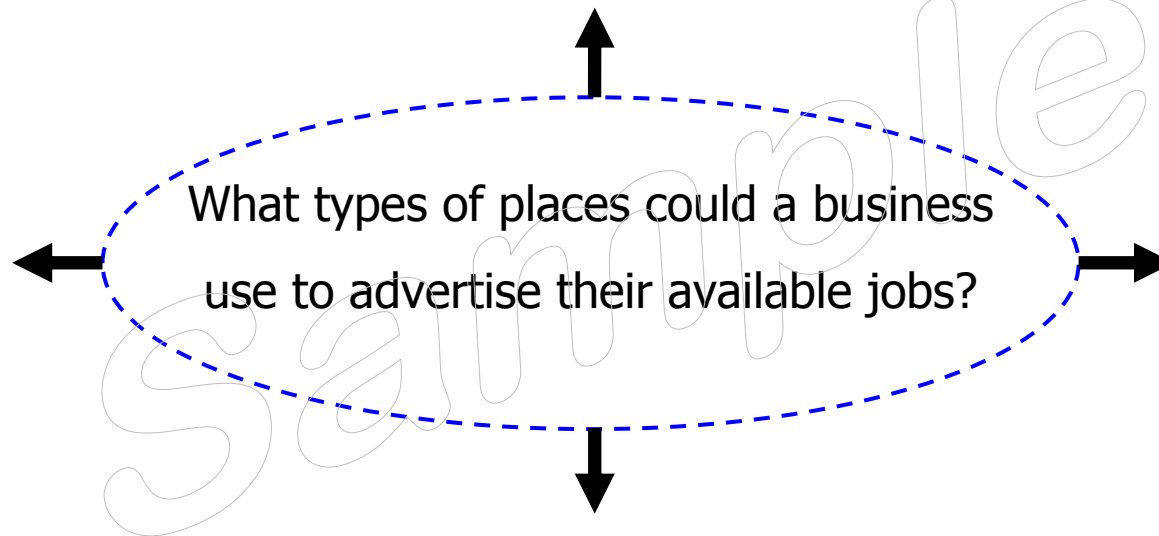
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Section A – Recruitment

Once the business has prepared the job description and person specification, they are likely to include an overview of these within a job advertisement in order to encourage potential applicants to apply for the job.



Extension: Discuss how important you feel it is for the job advertisement to be well designed and laid out?

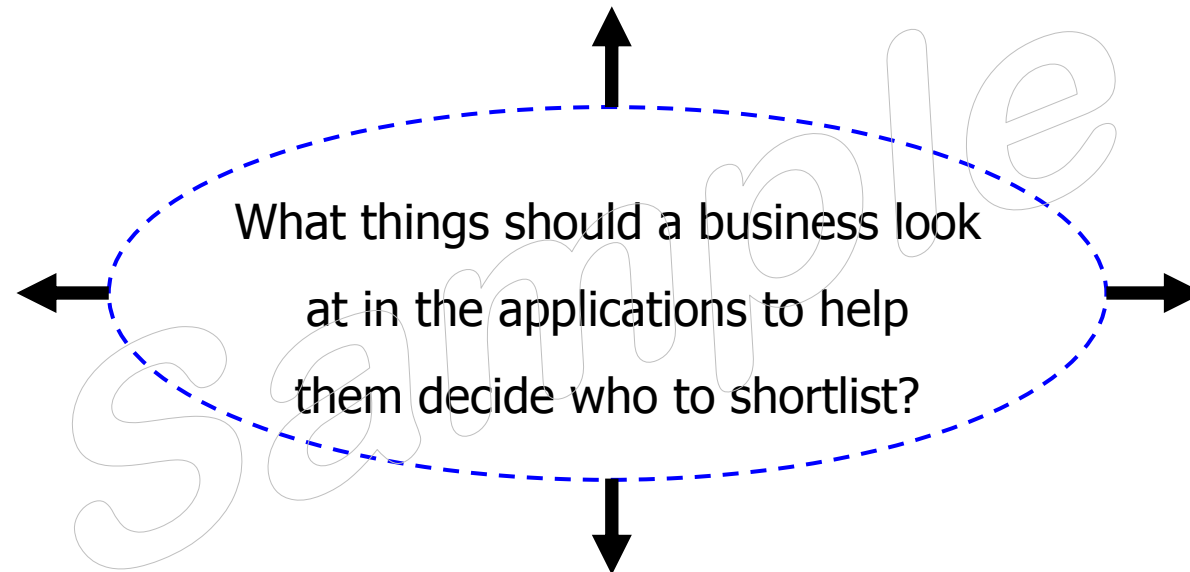
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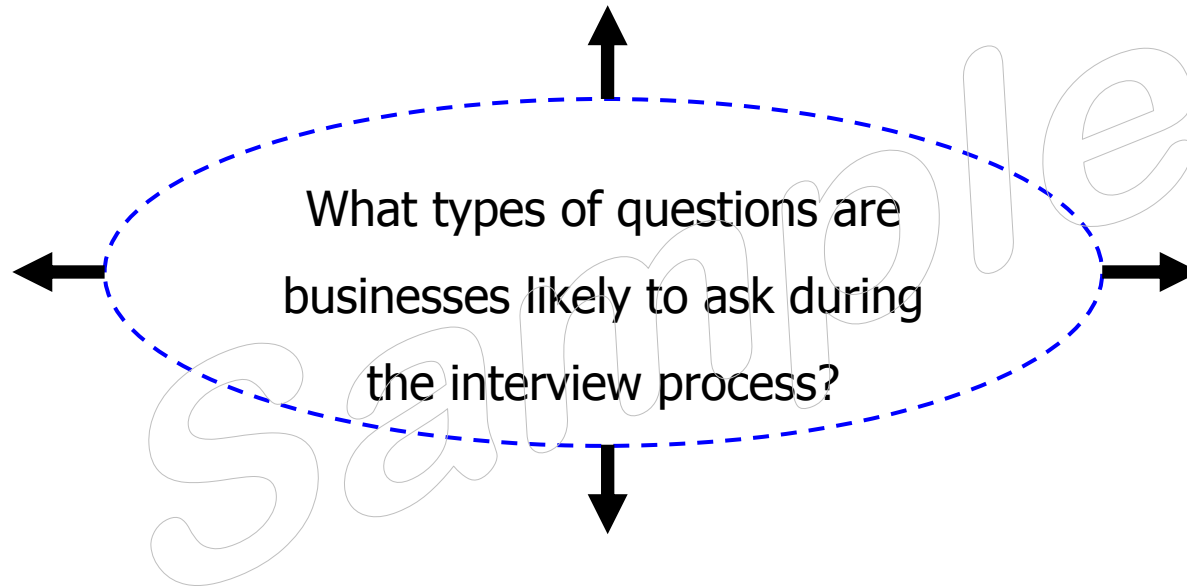
Section A – Recruitment

Now a business has advertised their available positions, they are likely to receive applications, which can range from several to several hundred depending on the size of the business. The organisation now needs to shortlist who they want to invite to interview by reviewing the applications and judging which people are the most suitable.



Section A – Recruitment

After shortlisting has taken place, the final stage of the recruitment process is to interview the job candidates, which normally takes place within one day but can on some occasions last several days.



Extension: How could a job candidate help themselves to prepare for an interview?

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