

ACCAspace F1 Note 13

Name _____ Date _____

13.1 Introduce the responsibility for recruitment and selection of senior managers, the human resource department and line managers

13.2 When will a company use recruitment consultants?

13.3 What's the meaning of job analysis and what are the two outputs of job analysis?

13.4 A current approach to job design is the development and outlining of competences. Define person's competence.

13.5 What are the parameters of job design(Mintzberg)

13.6 What is the meaning of job description

13.7 Job advertisements should be:

13.8 Introduce the common contents of a job advertisement.

13.9 Introduce the systematic approach to selection

13.10 Introduce the various questioning techniques may be used in interviews

13.11 List types of interview and with brief explanation.

13.12 List types of selection test and with brief explanation.

13.13 Explain group selection methods (assessment centres) and reference checking