

**Assessment Brief**

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**Unit and Assessment Details**

Course Title:	HND Business
Unit Number:	14
Unit Title:	Working with and Leading People
Assessor:	Mehreen Shafiq
Internal Verifier:	Bilal Ahmad
Assessment Title:	<b>Recruitment and Selection in organizations</b>
Assessment Method:	Report
Assessing in:	Individually
Number of Words:	2500
Outcomes Covered:	1
Issue Date:	06-04-2011
Pre-submission date:	21-04-2011
Due Date:	28-04-2011
Feedback to learner date:	11-05-2011

**Statement of authenticity**

College No.	Learner Name	Learner Signature
<i>Learner's Declaration: I confirm that the work submitted for this assignment is my own.</i>		
		<i>Date</i>

**Outcomes Covered**

Outcome No.	Description
<b>01</b>	Explore <b>recruitment, selection and retention procedures.</b>

*NOTE: Attach this page as first page of your report and the remaining pages at the end of your report.*

## **Purpose**

The aim of this assignment is to encourage learners to understand the different concepts of management and inculcate in them the practice of identifying and implementing the learnt theories in their everyday life. The report is primarily based on the experiences and learnings of the students from the activities conducted in the classroom. This document also aims to promote the routine of report writing amongst students, which is an essential in today's times.

## **Outcome 1.1:**

**Activity:** Drafting of a job advertisement.

**Activity:** Drafting of a curriculum vitae (CV).

## **Report writing:**

- a) Define recruitment, as you understand the concept.
- b) Briefly define "job description" and "person specification" in your own words.
- c) Briefly describe the activity performed.
  - State what was the activity about and what was the end result?
  - Lesson(s) learnt?

## **Scenario 1.2:**

### **Selection Process for HND faculty at Edwardes College:**

Candidates are shortlisted on the basis of their academic qualifications, usually a Masters degree and called for

- a) a demonstration (demo),
- b) interview and a panel interview.

In demo candidate is supposed to present on a topic related to Business Management (if hiring is for Business subjects), where the members of selection committee assess his/her command on a particular topic, presentation skills, analytical abilities, responses to queries etc.

In interviews, candidates come face to face with the administration of the college (**Principal, Vice Principal, Senior Professors, Subject Specialist**), wherein suitability for the job, qualifications, relevant experience, communication skills, creativity, leadership, management and other relevant and appropriate skills are judged.

If the candidates satisfy the required criteria, they are hired right on!

In relation to the information given above, you are required to contribute to the selection process at Edwardes College.

- You have been under the guidance of the HND faculty for almost seven months.
- The faculty members have been teaching you different subjects, all applying their respective teaching methods.

**Tasks:**

- a) You are required to identify the weak areas (two) of the faculty members in relation to their teaching methods.
- b) You are to provide:
  - one recommendation regarding the selection process at Edwardes College, that, according to you, would be able to screen candidates more appropriately so that “right person is selected for the job”.

**Scenario 1.3:**

## Branch Banking Officer Program

One of the largest commercial banks with an extensive branch network nationwide is inducting fresh graduates at various locations across Pakistan to augment its rapid growth. Be a part of a dynamic organization in the banking industry. Our Branch Banking Officer Program is the ideal opportunity for you to put your career in top gear.

### ELIGIBILITY CRITERIA:

- > Bachelors / Masters degree (1st division or high 2nd division) preferably in disciplines of Commerce, Economics, Mathematics & Statistics, Business Administration
- > No work experience required. However, individuals with a maximum of one year sales experience may also apply.
- > Age limit: Up to 27 years on June 30, 2011.

**Apply Online at [www.bankcareers.com.pk](http://www.bankcareers.com.pk)**

**latest by 24th April 2011.**

**Task:**

Assume that you head the HR department in an organization. The organization is recruiting branch banking officers and your department has devised the above given advertisement to attract candidates.

Being the HR manager you are to set the selection criteria for recruiting candidates. That is, which selection method(s) would you employ to select candidates for the above mentioned program. Also state the reason for employing a specific selection method(s).

**Scenario 1.4:**

The UK Parliament has enacted laws regarding the selection process, which prohibits sex discrimination, any less favourable treatment between men and women in terms of pay and conditions of employment, discrimination on the grounds of race, colour, nationality and ethnicity and discrimination against people in respect of their disabilities.

**Task:**

You are to identify the laws related to the selection process in-practice in Pakistan. You are required to:

- State the name \ title of the law\article\clause.
- Briefly describe the law (in your own words).

## Required Evidence

- Report.
- Handouts.
- Outcomes, from the activities performed.

## Notes to Students

- The Assignment should have a cover page that has the assignment title, assignment number, course title, unit title, lecturer / tutor name and student's name.
- Attach all the pages of assignment brief with your report.
- Ensure that statement of authenticity has been signed.
- Contents sheet with a list of all headings and page numbers.
- Use 12 point Arial or Times New Roman font. 1.5 line spacing is preferred.
- Your assignment should be word-processed and should not exceed 2500 words in length. Exhibits / appendices are outside this limit
- Use the Harvard Referencing System.
- All work should be comprehensively referenced and all sources must be acknowledged fully, this includes books & journals used, as well as websites visited. Details such as page numbers, publishers and publication year should also be stated, in addition to the name of the author(s) and publication. Books, articles and journals should be the main sources; online sources are allowed up to 15%.
- Pages should be numbered (bottom right hand corner)
- Spell-check the document and read thoroughly for grammatical errors.

## Required Resources

- Lecture slides
- Books
  1. BTEC course book
- Newspapers, trade journals, magazines

## Plagiarism Policy

The college has strict penalty for plagiarism and the assignment will be cancelled if the assignment is observed for this.

The definition and scope of plagiarism are presented below:

Plagiarism occurs when a student misrepresents, as his/her own work, the work, written or otherwise, of any other person (including another student) or of any institution. Examples of forms of plagiarism include:

- The verbatim (word for word) copying of another's work without appropriate and correctly presented acknowledgement;
- The close paraphrasing of another's work by simply changing a few words or altering the order of presentation, without appropriate and correctly presented acknowledgement;
- Unacknowledged quotation of phrases from another's work;
- The deliberate and detailed presentation of another's concept as one's own.

All types of work submitted by students are covered by this definition, including, written work, diagrams, designs, engineering drawings and pictures.

## Grading Statement (For Report)

<b>“Pass” criteria</b>	
<b>Outcome-01</b>	Explore <b>recruitment, selection and retention procedures.</b>
<b>1.1</b>	Identify characteristics of the person(s) required and inform potential applicants.
<b>1.2</b>	Suggest suitable methods for selection.
<b>1.3</b>	Contribute to the selection process.
<b>1.4</b>	Apply legal, regulatory and ethical considerations to the selection process.
<b>“Merit” criteria</b>	
<b>M1-</b>	Present your findings topic-wise. Use technical language of the subject appropriately. For explaining concepts, use Shapes tools in MS-Word for drawings, illustrations, and graphs etc.
<b>M2-</b>	Meeting pre-submissions and final dates.
<b>“Distinction” criteria</b>	
<b>D1-</b>	All work should be comprehensively referenced and all sources must be acknowledged fully, this includes books & journals used, as well as websites visited. Details such as page numbers, publishers and publication year should also be stated, in addition to the name of the author(s) and publication. Books, articles and journals should be the main sources; online sources are allowed up to 15%.
<b>D2-</b>	Activities/Tasks/Projects are managed properly and learner has provided a detailed account of how he started each task, the progress from date of issue till the date of final submission. Student has reported the limitations of the process.

### General Instructions

- Books and online resources can be accessed at the College Library and Central Computer Lab
- Visits need to be arranged and made to the organizations. For meeting the respective managers, the college will provide a reference letter for the project and the manager of the organization is welcome to contact the administration at the college.

### Feedback to Learner

Criteria	Feedback to learner (Evidence presented against the published criteria)	Achieved Y/N?
		Y/N
		Y/N
		Y/N
		Y/N
<b>General comments</b>		

<b>Assessor signature</b>	<b>Date</b>
<b>Internal Verifier signature</b>	<b>Date</b>

**Internal Verifier**

**Assessor**