

## UNIT 5

In this unit you will learn:

- How to write an advertisement to recruit new staff
- How to write a cover letter
- How to attend a successful job interview





What are the different steps of the application process ?



**The employer advertises the job.**

**Job-seekers apply for the job sending a CV with a cover letter.**

**The candidates attend their interview**

**The employer selects suitable candidates.**

**The employer offers the job to the best candidates.**

**The candidate accepts or refuses the job.**

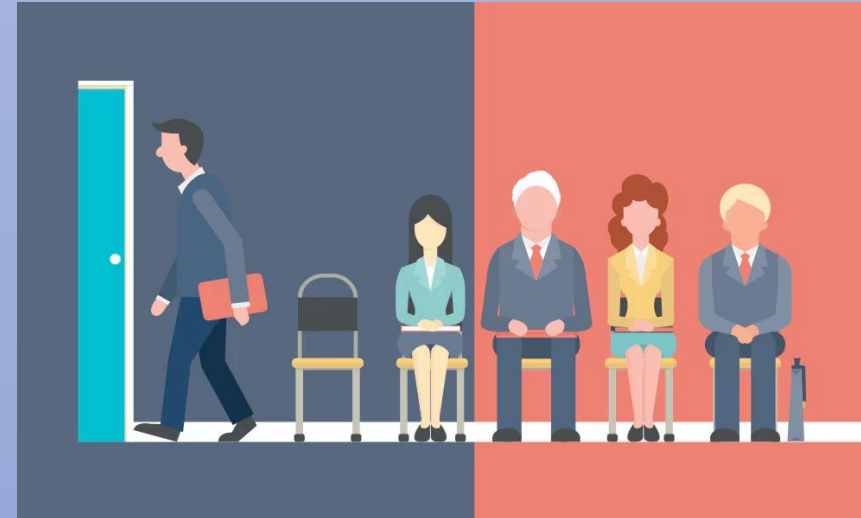


## RECRUITMENT

- What department is in charge of RECRUITMENT ?
- Give a definition of RECRUITMENT
- Why should a business recruit new personnel ?  
What are the business' benefits ?
- In which way do businesses recruit new staff?

## ***RECRUITMENT***

- RECRUITMENT is the process of finding the best person to do a job
- Businesses need to recruit people :
  - TO INCREASE THEIR SIZE
  - TO GAIN NEW PEOPLE WITH EXPERTISE
  - TO REPLACE STAFF that have left



Their benefits could be:

- HIGH PRODUCTIVITY thanks to qualified and skilled workers which need no training
- HIGH QUALITY PRODUCT produced by skilled workers
- STAFF RETENTION so that they don't have to keep recruiting and replace

# **RECRUITMENT**

Businesses Need to Be **Clear** About the Job on Offer

There are several steps involved in recruitment:

1. Job analysis
2. Advertisement
3. Selection

Advertising a job includes a **JOB DESCRIPTION** and **PERSON SPECIFICATION**

## **JOB DESCRIPTION**

It includes the formal **TITLE** of the job  
The main **PURPOSE** and **DUTIES**

## **PERSON SPECIFICATION**

Lists the **QUALIFICATIONS**  
**EXPERIENCE**  
**SKILLS**  
**ATTITUDE** needed for the job

Finally the business selects the best candidate



## TASK:

Pag 62-63 Build your business vocabulary  
Pag 52 -53 Build your business vocabulary

### 1. What's the job?

In this exercise (photocopies) you will see extracts from job advertisements. You must decide which job is being referred to in each case.

### 2. Applying for the job

You will see some extracts from job advertisements, fill in with the provided words

### 3. Person specification

Matching activity (photocopy)

### 4. Writing a job add (lab)

### 5. Cover letter – writing (lab)





### Job Description

We are incredibly passionate about what we do,  
and we want more people who share our passion for great Mexican food  
and service!

As crew member you will:

Work as part of the team,

Ensure every customer leaves with a smile

Serve customers and be involved in the preparation of food

## Tortilla

Catering/Hospitality/Leisure  
London



Send you CV to  
[angelfeedback@tortilla.co.uk](mailto:angelfeedback@tortilla.co.uk)



<b>Pay:</b>	Competitive wage + bonuses
<b>Company sector:</b>	Catering
<b>Job Type:</b>	Waiter
<b>Location:</b>	London
<b>Category:</b>	Gap/Temp And Part time/Holiday
<b>Available from:</b>	Immediately
<b>Type of work:</b>	Full Time And Part Time, Indoor , Evening Work, Daytime Work, Weekend Work



How to attend a successful

**interview**

Watch the video and compare the two candidates attitude



**...look Smart**



**...look Smart**



**...Keep eye  
contact**



**Have a scruffy  
look**



**...tie your hair**





**...have a tan**





**... wear lipstik**



**Go to bed early**



**Be friendly**

