

Unit 303: Contribute to business success

Activity 19: Recruitment terminology quiz

1. What is a job description, when is it used?
2. What is a personnel specification, how does it support the recruitment process?
3. Why are trial shifts organised as part of the recruitment process?
4. What is meant by a:
 - a) primary induction
 - b) secondary induction
5. When should an induction take place?
6. What is meant by:
 - a) coaching
 - b) mentoring

Who would carry out these roles?