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 trail 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?