

## Unit 303: Contribute to business success

### Activity 20: Purpose of the recruitment process

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An effective process can ensure that staff with the correct skills levels and experience are recruited.

Explain how each of the following stages in the process can ensure the correct staff are employed:

- Identifying recruitment needs
- Development of job descriptions
- Recognising suitable candidates – internal/external
- Screening applicants
- Interviewing candidates
- Providing feedback on trials
- Inducting new staff
- Providing coaching and mentoring during probation periods

How would the process differ when recruiting internal applicants as opposed to external applicants?

How will the process differ when considering applicants for promotion within the kitchen?