

Recruitment planning

There are a number of possible reasons as to why a business may have to recruit more employees:

- ▶ Business is expanding due to:
 - ⇒ Increasing sales of existing products
 - ⇒ Developing new products
 - ⇒ Entering new markets
- ▶ Existing employees leaving to work with competitors or other local employers
- ▶ Existing employees leaving due to factors such as retirement, sick leave, maternity leave
- ▶ Business needs employees with new skills
- ▶ Business is relocating – and not all the existing workforce wants to move to the new location

In each of these circumstances a business will normally carry out **Workforce Planning** to find out how many workers and what types of workers are required. The workforce plan will establish what vacancies exist and managers then need to draw up a job description and job specification for each post.

A **job description** is a detailed explanation of the roles and responsibilities of the post advertised. Most applicants will ask for this before applying for the job. It refers to the post available rather than the person.

A **job specification** is drawn up by the business and sets out the kind of qualifications, skills, experience and personal attributes a successful candidate should possess. It is a vital tool in assessing the suitability of job applicants and refers to the person rather than the post.

These documents are an important part of the recruitment and selection process and provide the basis as to where the job may be advertised and whether an applicant is suitable for the post. They also help provide a framework for questions to be asked at an interview.

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