

NTI Day 9 Packet

1. Below is a chart of a recruitment and selection process employers might use to find/select candidates for positions within their company. Use this chart to write about the following:
 - a. The parts of the recruitment and selection process you are already familiar with
 - b. The parts you did not know existed
 - c. What surprised you

Preparing to Recruit	Conduct a job analysis	
	Prepare a job specification	
	Prepare a person specification	
	Decide on selection method	
	Prepare an application package	Job description Person specification Application form Equal opportunities form
	Plan the recruitment process	
Sourcing Potential Candidates	Choose recruitment method	Internal recruitment Recruitment agency Advertising/Media Internet Job centers
Selecting an Employee	Shortlist candidates	
	Interview candidates	
	Choose an employee(s)	
	Obtain references	
	Offer job position(s)	
	Inform those who were not successful	