
3.

Part 2 – Recruitment & Selection

Outline the difference between Recruitment & Selection

Outline the steps involved in recruiting and selecting an employee

1.

2.

3.

4.

5.

Outline the benefits of Internal Recruitment

State: _____

Explain: _____

State: _____

Explain: _____

State: _____

Explain: _____

State: _____

Explain: _____

Outline the benefits of External Recruitment

State: _____

Explain: _____

State: _____

Explain: _____

State: _____

Explain: _____

State: _____

Explain: _____

Outline the importance of performance appraisal to a business?

State: _____

Explain: _____

State: _____

Explain: _____

State: _____

Explain: _____

State: _____

Explain: _____

Part 5 – Teamwork

Outline the stages in forming a team?

State: _____

Explain: _____

State: _____

Explain: _____

State: _____

Explain: _____

State: _____

Explain: _____

Outline the benefits of teamwork to a business?

State: _____

Explain: _____

State: _____

Explain: _____

State: _____

Explain: _____

State: _____

Explain: _____

Outline the benefits of teamwork to a employees?

State: _____

Explain: _____

State: _____

Explain: _____

State: _____

Explain: _____

State: _____

Explain: _____

Part 6 – Pay & Rewards

Explain the financial rewards a business may give to its employees? Be sure to mention the advantages and disadvantages of each method of reward.

State: _____

Explain: _____

State: _____

Explain: _____

State: _____

Explain: _____

State: _____

Explain: _____

State: _____

Explain: _____

State: _____

Explain: _____

State: _____

Explain: _____

State: _____

Explain: _____

Explain the non-financial rewards a business may give to its employees?

State: _____

Explain: _____

State: _____

Explain: _____

State: _____

Explain: _____

Part 7 – Employer-Employee Relations

Explain the importance of good employer-employee relations to a business?

State: _____

Explain: _____

State: _____

Explain: _____

State: _____

Explain: _____

State: _____

Explain: _____

State: _____

Explain: _____

State: _____

Explain: _____

How might a business improve employer-employee relations?

State: _____

Explain: _____

State: _____

Explain: _____

State: _____

Explain: _____

State: _____

Explain: _____

D. Kelly