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| **SEKOLAH VOKASIONAL SULTAN BOLKIAH** |
| **BUSINESS AND COMMERCIAL DEPARTMENT** |
| Student Name |  |
| Unit Title | Human Resources Management | Date Set | 30 September 2014 |
| Group Code | DIP/BNF/02 | Submission Date | 13 October 2014 |
| Assessment No/Title | **Selecting & Recruitment** | Return Date | 13 October 2014 |
| Scenario and Task/s |
| Attached  |
| Performance/Enabling ObjectivesDescribe Nature and Concept of Human Resource ManagementDescribe Recruitment and Selection Process Describe Job Analysis Process  |
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| Life Skills To Be Assessed (Tick the target Life Skills) |
| 1. Self-management | **** | 5. Problem Solving | **** |
| 2. Planning and Organising | **** | 6. Initiative and Enterprise | **** |
| 3. Communicating | **** | 7. Applying Numeracy, Design, and Technology Skills | **** |
| 4. Working with Others | **** | 8. Learning | **** |
| Assessment Criteria Performance Criteria/StandardDescribe Nature and Concept of Human Resource Management, Recruitment and Selection Process and Job Analysis ProcessPERFORMANCE STANDARD*Follow the Given scenario* |
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| Overall Grade |
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| Review/Comments & Future Targets  |
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| **A\*** | High Distinction | 90-100 | **B** | High Merit | 70-79 | **D** | Pass | 50-59 |
| **A** | Distinction | 80-89 | **C** | Merit | 60-69 | **U** | Fail | <50 |

Introduction

 **Selecting & Recruitment**

Departmental Managers in all types of organizations are responsible for the human resources in their departments. They are required to coordinates with HR mangers to make sure that they will get (hire) right employee on right time and on the place.

**Selecting & Recruitment is** a very long and complex issue for Human Resources Department in a large organisation. The HR department develops a system and specific procedures to hire the most suitable employees for the organisation.

 The Selecting and **Recruiting**, the competent, high-performing employees capable of sustaining their performance over the long run are a competitive advantage. The process consists of forecasting employment needs, recruiting candidates, interviewing applicants, developing Job Descriptions, and Job Specifications, Designing a Job Advert, Developing a set Application forms for different management levels, Open-end and Close-end questions for Interviews, and hiring employee.

Human Resource Manager and his team always busy in designing & re-designing, and developing many Procedures and Polices. It has needs an end less inter-departmental communication for effective and efficient HR.

 Now you are working on Business Project which may require such set of documents. A set of document that will you help you to run and understand a small scale Business Project.

The following examples are the typical example of Job Description and Job Specificationof *An Accountant* and *Product Development Officer. (You may have your own format)*

**Job Description & Job Specification**

**Job Title:** Accountant

**Main purpose of Job**: Responsible for all financial and related matters including monthly reporting.

**Responsibilities**

* Handling the full set of accounts and all financial and management reporting
* Providing support to the sales functions in forecasting
* Handling general administrative duties

**Requirements**

* Brunei Citizen or permanent Resident
* Diploma in Accounting (British)
* Computer literate with knowledge of accounting software (MYOB)
* Good command of spoken and written Malay/English
* Minimum 2 years of experice would be an advantage
* Self-motivated with the ability to work under pressure and achieve deadlines.

**Job Title:** Product Development Officer

**Responsibilities**

* Responsible for new product development including the development of new product and services to roll out and applying business development skills to justify the introduction of the product
* Also responsible for performing market research and developing market research strategies to gain competitive intelligence.

**Requirements**

* Suitable qualification (minimum diploma) preferably with at least 3-5 years experience in marketing.
* Well versed in marketing principles, marker research techniques, business analysis and related activities
* Creativity and innovativeness
* Analytical, reliable and dependable.

Recently, you have been conducted research and collected a number of HR related documents. You required to answering following task and taking a note that all tasks are **inter-link.**

# TASK 1 (10 Marks @ 1 Mark)

Collect 10 Job advertisements

 (These ads must be giving maximum information about job and is advertiser so avoid short or small advertisements. Show the source of the ads and dates)

Local and regional Newspapers are highly recommended to collect the ads, **NO** internet ads.

##### TASK 2 (20 Marks @ 10 Marks)

2A. What factors you consider when you are developing a Job advert. Make sure that you consider all factors when you working on the following task. (10 Marks)

2B\*. Make one Job advertisement. (Pick any functional/managerial Job title or pick a job title form your Business Project)

Provide all possible information about the job and your organization on an A4 size paper.

(Art work is not important but presentation should be consider) (10 Marks)

##### TASK 3 (60 Marks)

1. Prepare the questions for interview, consist a range of Open-end and Close-end questions***.*** (10 to 18 Questions e.g. 5OEQ and 5 CEQ). All questions must be “JOB” base rather “common” (Consider Task 2B\*) (10 Marks)
2. Prepare an ***Interview Rating Form*** for above questions. (10 Marks)
3. Develop a Job Description (Consider Task 2B\*) (10 Marks)
4. Develop a Job Specification (Consider Task 2B\*) (10 Marks)
5. Develop a list of tests that HR department may carry out to select the potential candidates. (Name the list “All Test”) (05 Marks)
6. Develop a short list of test you may carryout for advertised Job and why do you recommend these test. (Name the list “Specific Test”) (15 Marks)

##### TASK 4 (10 Marks)

Write all the reference codes and links (list)

(1 Mark for each well detailed reference, where “[www.google.com](http://www.google.com)” is not a reference)

**Note**:

* Its an individual working assignment
* You are required to quote all details of the references e.g. book title and author or web site address etc.
* Stage one ads cannot be shared amongst students.
* Write answers in your own words and no **cut** and **paste** art used. So, you may use a book for reference **only**.
* All books names, web site address/s, notes reference are required to provide at end of assignment.
* All stages are linked
* Standardizing is important within your all tasks.
* Insert a footer “Your job title” e.g. Project Manager or HR Manager, (for Task 2, 3)