

# Recruitment and selection in business

Business



## RECRUITMENT AND SELECTION IN BUSINESS

Task 1; this task addresses P1

This assignment will show that I have gained an understanding of the way that Tesco and Bsix Sixth Form College plan their recruitment. Recruitment and selection is the process that organisations use to attract potential employees and then choose the best person for the job. The recruitment and selection process have different stage that all have to be to follow, to select the right candidates for the job vacancies.

TESCO:

Tesco is the biggest private sector employers and market leader in the UK supermarket sector. The company has more than 360. 000 employees worldwide.

BSIX:

Bsix sixth Form College is one of the UK's most successful sixth form colleges. It employs over 300 people and is based on a large 3 storey site opposite the Lea Bridge Roundabout in Hackney.

In the following fact sheets will be consider the following: Reasons why vacancies occur

Why Tesco and Bsix Sixth Form College have taken the decision to recruit

Internal and external recruitment

Time and costs implications of each method of recruitment

Make sure you include the legal considerations of recruitment advertising

Identify the methods of application for Tesco and Bsix Sixth Form College

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## Tesco PLC Recruitment Planning

Show good understanding of Tesco's recruitment planning by providing the following description.

### Reasons why vacancies occur at Tesco

There are many reasons why Tesco may decide to recruit someone. Vacancies can occur because of; employees leaving, maternity cover, long-term or short-term illness, new post available...

A vacancy can occur at Tesco when employees leave the company as they retire, resign or get promotion, also if the volume of the business increase or if the type of work changes.

For instance if someone got promoted or resign to work for another company, the post that the employee used to work at will need to be cover by someone else, the person who will be recruited for the vacancy may be given a permanent contract (the employee will work for Tesco until he decide to leave or until the job ceases to exist).

What is more it job vacancy can occur by depending on the seasons like Christmas or for any other sales seasons, for some of the season can be an increase of customer so it means that there will also be an increase in demand, therefore the organisation will need to recruit more workers.

Furthermore vacancies can often occur for a short period of time, it can be for a maternity cover or a short/long time illness cover.

For example: a women had to take a maternity leave for 52 week thus she will need to be cover by someone else, in this circumstance someone will be given a temporary contract ( contract for a limited amount of time).

Factors which influence Tesco to recruit

Tesco may decide not to recruit any new employees for different reasons:

Before that Tesco decided to recruit a new person to cover a post, they will investigated if they really need someone or if the job vacancy can be redevised within the existing employees. Tesco may decide that some of the existing employees have the capacity do to some extra work therefore the organisation won't need to recruit new staff. Tesco may also look at rather the post that needs to be cover was sufficient productive, and if not, in that case Tesco may decide to remove the specific job from the organisation.

For instance: Tesco might decide not to employ anyone for the reason that the organisation can work well without anybody for the specific job.

What is more Tesco may decide not to recruit employee because of financial problems.

Internal and external recruitment methods use by Tesco

INTERNAL:

Internal recruitment is when job vacancies are filled by an existing employee.

The reason for internal recruitment can be:

as the employee is currently working for the organisation, the person will

have already gained an idea about how the organisation work and they will already have gained the skill needed to work.

At first Tesco will look at its internal talent plan to fill a vacancy. Tesco have a list of current employees looking for a move (at the same level or on for promotion).

Tesco advertised the post internally on its intranet for two week and If it does not found any suitable people then their will advertised their job vacancy externally.

#### EXTERNAL:

External recruitment is when job vacancies is filled by a non-existing employee (a person from outside of the organisation).

The reason why Tesco may decide for external recruitment they couldn't find any suitable employee for the organisation or because there would like to recruit people with fresh idea who can bring new skill to their organisation There are different methods to recruit a non-existing staff. One of the easier way for applicant to find out about available job is by Tesco carer website ([www.tesco-carrers.com](http://www.tesco-carrers.com)), applicant can fill up an online application form and submit it directly. Furthermore interested people can see Tesco'sadvertisementtrough vacancy boards in stores what is more applicant can also send their C. V.

Sometime Tesco can struggle with the “ hard-to-fill” or more specialist job, such as bakers and pharmacist, in that case they can also advertised trough offline media, television, radio, Google, agencies, Job centre or in a magazine such as “ The appointment journal”.

## Time and cost implications of recruitment process at Tesco

The time and cost of recruitment is only considered for external recruitments. External recruitment takes a long time and can require a lot of money.

The time and cost of recruitment is not considered for internal recruitment because if an internal employee fills the job vacancy so in turn the successful candidate will need to be replaced and the organisation will require another recruiting plan.

An external sourcing of applicants is the process of sourcing employees from outside the organisation. The recruitment process of an external employee takes a long time because at first Tesco will need to outline the vacancy and will have to give an account of the type of person required, then the organisation will need to advertise the job vacancy and finally they will need to select the most appropriate person within all the applicants.

What is more if an applicant is currently working for another organisation it will take time for the person to work his notice, it could take one to six months, it is less likely to happen with an internal worker as the person is already working in the organisation and can move more quickly to their new post.

The cost is also a factor to consider when recruiting external people, the cost will depend on where the vacancy is advertised. External recruitment requires cost as Tesco may have to advertise the job vacancy and for the fees that they will need to pay to the radio and to the magazines companies who will advertise the job vacancies.

An Internal recruitment does not require cost as the advertisement is often send to the employees by email.

Legal considerations of recruitment advertising for Tesco

A consideration of recruitment is that Tesco may take into account the legal implications of recruitment advertising. Tesco have to make sure that his advertisement complies with legislation what is more any mistake can be costly.

External advertising have to comply with the law, it must be fair and must not discriminate. Tesco cannot advertise a vacancy that can stop equal access for anyone (e. g. the gender, age race, sexual orientation or anything else).

The EmploymentEqualityRegulations 2006 that came into force on the 1st October 2006, says that employers also need to be careful when advertising to ensure that there are no such word that can be describe asdiscrimination, this is because applicants must not be treated any differently.

Methods of application for Tesco

When an organisation advertised their vacancy their must clearly outline how their want people to apply for the job. As for Tesco their have clearly outline in their webpage that application must be done online, online application is a way that most of the organisation are using and it has become very popular. The reason why all applicant who wish to apply for a job in Tesco must fill out an online application form.

If you identify screen shots to support this fact sheet place them in this section and give a brief description in the adjacent column

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### Description:

Some of the information have been found in “ The business case studies” website.

### Bsix Recruitment planning

Show good understanding of Bsix’s recruitment planning by providing the following description.

### Reasons why vacancies occur at Bsix

The different reasons why vacancies can occur BSix Sixth Form College are; employee leaving, maternity cover, long-term or short-time sickness, new post available, extension of the service, paternity leave, retirement and many more.

A vacancy can occur at Bsix college if someone goes on retirement, leave the job or have a long term illness or even more if the college if offering some new course. For instance if the college have decided to offer new courses and that there is noteacherwho can cover the lessons so they will need to recruit someone for the post.

Also vacancies can happen for a short period of time, it can be for a maternity/paternity cover or a short time sickness cover. For example if a teacher need an illness cover for 3 month, Bsix Sixth Form College will offer a short time contract to someone (temporary contract, contract for a limited amount of time).

What is more vacancies jobs can occur at Bsix college, as the college is impressively becoming famous and many people wish to join the college, the



number of student could increase and eventually the college will need to recruit more staff (teachers, manager, secretaries, watch man...)

Factors which influence Bsix to recruit

Bsix may decide not to recruit new employee for different reasons.

Before that Bsix college decided to recruit a new person to cover a post, they will investigate if they really need someone or if the work can be redevise with the existing employees. Bsix may decide that some of the existing employees have the capacity do to some extra work so that the organisation won't need to recruit new staff. For instance if a staff from the “ student service” department is in maternity leave and the college ask to one of that person colleague to do some extra work to cover her job and his colleague accept it, so in that case Bsix won't recruit anyone else.

They may also investigate about how productive was the department and if Bsix Brooke House college could work well without anyone for the post, in addition the college might not recruit anyone because of a financial problem.

Internal and

External recruitment methods use by Bsix

## INTERNAL

Internal recruitment is when job vacancies are filled by an existing employee. The reason for internal recruitment can be as the employee is currently working for the organisation, that person will already have an idea about the job and he will already have the skill to work there. Internal recruitment

There is different methods to recruit an existing staff:

A job vacancy can be advertised on a staff notice board it is also possible that an email or letter is been send to all the employees who they think may be able to cover the job, what is more the job advertisement can be also found in the college website (<http://www.bsix.ac.uk/staff/vacancies.htm>) For instance if an employee from the Student service department goes to maternity leave and need to be cover, the college might ask (by personnel or send a letter/ email) to employees from the student service them if they can do extra work to cover his colleague work, and if they did not find the suitable person for the job, the college will then need to advertised the vacancy externally.

#### EXTERNAL

External recruitment is when job vacancies is filled by a non-existing employee. The reason for recruiting new staff may be because as there are person for outside of the organisation, they might have new ideas also they might have new skill that can be bought to the organisation.

There is different way to recruit a non-existing staff:

Job vacancies can appear on media advertising (e. g. Bsix online website), Job centres or in a carer website.

Also Bsix Brooke Sixth Form House College may advertise the vacancies on news publications or job board. Web sites, news publications, job boards, job centre, in jobs fair, consultants or researchers or in employment agencies.

Time and cost implications of recruitment process at Bsix

The time and cost of recruiting is most considered for external recruitment. External recruitment take a long time and can require a lot of money, whether is being done directly or through an agency but it is less likely to take lot of time and cost for internal recruitment.

Recruitment process have different stages to follow and that is why it can take time, at first the college will need to outline the vacancy and the type of person required, then the organisation will need to advertised the job vacancy and finally they will need to select the most appropriate person.

What is more if an applicants is currently working for another organisation it will take time for the person to work their notice, it could take one to six months, it is less likely to take time with an internal recruitment as the person may be able to move more quickly to their new post.

External recruitment require cost, however as Bsix Sixth Form college is a public service, the cost are paid by the government.

Legal considerations of recruitment advertising for Bsix

A consideration of recruitment is that Brooke House Sixth Form College may take into account the legal implications of recruitment advertising. Tesco have to make sure that his advertisement complies with legislation what is more any mistake can be costly.

External advertising have to comply with the law, it must be fair and must not discriminate. Tesco cannot advertise a vacancy that can stop equal access for anyone (e. g. the gender, age race, sexual orientation, religion).

The Employment Equality Regulations 2006 that came into force on the 1st October 2006, says that employers also need to be careful when advertising  
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to ensure that there are no such word that can be describe as discrimination, this is because applicants must not be treated any differently.

#### Methods of application for Bsix College

By email: Applicant can fill a job vacancy form and submit it to the college human resource department by email. By post: Applicant must filled the job vacancy application form and send it to the college Human resource department

If you identify screen shots to support this fact sheet place them in this section and give a brief description in the adjacent column

#### Description:

Some of the information have been taken from the college website.