**Activity 2 – Recruitment quiz**

1. For small businesses recruitment is often a?

Simple process

Complicated process

1. Why can job vacancies arise?

Retirement or promotion.

Lack of management.

1. What is the simplest way of filling a job vacancy?

Internet applications.

Word of mouth.

1. What is the second stage of the formal recruitment process?

Job analysis

Job description

Person specification

1. What is the final stage of the formal recruitment process?

Job advert

Shortlisting

Interview

1. The job description explains the?

Tasks involved and job title.

An analysis of the job role.

The interview questions.

1. What is the main benefit of internal recruitment?

The best skilled employee is usually recruited.

It saves time and is cost effective.

1. Which of the following is an example of internal recruitment?

Telephone interview.

Job advert on the intranet.

1. What is the main problem with internal recruitment?

Once one job is filled another will be vacant.

The employees may not want to be promoted.

1. Where would you look to recruit a skilled professional?

On the internet.

In an agency.

1. The job centre is usually used to find highly skilled workers?

True

False

1. What is a job application form usually backed up with?

A personal statement.

A Curriculum vitae

1. What is the main objective of an interview?

The candidate can explain their suitability for the job.

The employer can interview more candidates than over the phone.

1. Telephone interviews are usually used by ?

Small businesses e.g sole traders.

Large businesses e.g public limited companies.

1. What is the main advantage of a telephone interview?

They are time and cost effective.

The employer can meet the employee personally.

1. Who would most likely take a psychometric test?

Unskilled workers.

Graduate employees.

1. Psychometric tests are useful when?

Interviewing a large amount of people.

Interviewing a small amount of people.

1. Aptitude tests usually are in the form of?

Completing a sample of work the candidate must undertake.

Completing a random sample of work.

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