



ASSESSMENT 2

Course Name	BSB51415 Diploma of Project Management
Subject/module	HR Management
Assessment method	Part A: Written or Oral Questions Part B: Written Assessment
Due date	Session 8
Weighting	50%
Units of Competency	BSBHRM506 Manage Recruitment Selection and Induction Processes

Instructions

1. Assessments will be provided by your trainer.
2. Assessments should be completed as per trainer's instruction.
3. The assessment must be submitted by the session mentioned above in the due date.
4. Your assessment should be presented as a word-processed document addressing all elements of the assessment.
5. Plagiarism is copying someone else's work and submitting it as your own. Any plagiarism will result in a mark of zero.
6. A list of references must be included.
7. Trainer will advise if a hard copy of the assessment is required or whether the assessment should be digitally uploaded.

Part A – Written or Oral Questions

1. Why might you need to update a document? (*1 mark*)
2. How could other managers support policies and procedures? (*1 mark*)
3. What should you take into account when predicting the organisation's future needs? Suggest three. (*3 marks*)
4. Why are person specifications useful? (*2 marks*)
5. What is the procedure for training staff who need it in your workplace? (*3 marks*)
6. What is the best way to avoid flouting legal requirements with your advertising and selection? (*3 marks*)
7. Where would you find a recruitment specialist? Explain your answer. (*2 marks*)
8. Whose responsibility is it to ensure that the selection process follows organisational policy? (*1 mark*)
9. Suggest why informing unsuccessful applicants of their results is important. (*3 marks*)
10. Why are contracts of employment important? (*3 marks*)
11. Why might new staff need additional support? (*2 marks*)
12. What could happen if the induction process isn't followed? (*2 marks*)
13. Why might feedback be useful to probationary employees who do not receive permanent employment? (*2 marks*)
14. Why is feedback on the induction process useful for organisations? (*1 mark*)
15. Why should the induction process be refined? (*1 mark*)

Part B – Written Assessment

Describe your organisation's process for recruitment if this was outsourced, including relevant communications. (**10 marks**)

Total Marks 40

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