

CRITERIA	MET/ NOT YET MET	COMMENTS
LO1: Be able to explain the factors that affect an organisation's talent planning, recruitment and selection policy (Activity 1)		
1.1 Explain the organisational benefits of a diverse workforce.	MET	AC 1.1 MET
1.2 Explain the factors that affect an organisation's approach to talent planning.	MET	AC 1.2 MET
1.3 Describe the factors that affect an organisation's recruitment and selection policy.	MET	AC 1.3 MET
LO2: Be able to identify appropriate recruitment and selection methods. (Activity 1)		
2.1 Describe different recruitment methods and identify when it is appropriate to use them.	MET	AC 2.1 MET
2.2 Describe different selection methods and identify when it is appropriate to use them.	MET	AC 2.2 MET
LO3: Be able to contribute to the recruitment and selection interviewing process for a job role (Activity 2)		
3.1 Develop a job description and person specification for an identified role.	MET	AC 3.1 MET
3.2 Select appropriate recruitment channel(s) and draft material to attract talented individuals for an identified role.	MET	AC 3.2 MET
3.3 Develop selection criteria and shortlist candidate applications for interview for an identified role.	MET	AC 3.3 MET
3.4 Participate effectively in a selection interview and the decision-making process for an identified role.	MET	AC 3.4 MET

3.5 Identify the records that need to be retained and write letters of appointment and non-appointment for an identified role.	NOT YET MET	AC 3.5 NOT YET MET
LO4: Understand the importance of effective induction (Activity 1)		
4.1 Explain the purpose, importance and benefits of induction to individuals and organisations.	MET	AC 4.1 MET
4.2 Identify areas to be covered by induction and the roles of those involved in an induction process	MET	AC 4.2 MET
ASSESSMENT OUTCOME	NOT YET MET	OVERALL NOT YET MET

Students should please note that the above Assessment Outcome for this Unit is provisional and is subject to Internal Acacia Learning verification (IV) and external CIPD Verification (EV).

Tutor name: [REDACTED]

Date: [REDACTED]

Activity 1

(AC 1.2) Identify and assesses **at least x4** factors that affect an organisation's approach to attracting talent

Organization approach to attracting talents is usually affected by a number of factors, which are both external and internal. One of the internal factors that influence the approach to talent planning is the size of the organization; that is, whether large, global, conglomerate or an SME. A large organization attracts the employees more as compared to the smaller ones. The type of the firm, whether private, public, or voluntary is also another chief factor that influences its ability to attract talent. Voluntary firms attract fewer talents as compared to both private and public sectors. Thirdly, technology impacts the firm's approach to talent planning. Modern technology facilitates activities such as e-recruitment, and social networking, thus affecting the organization's approach to talent planning. Furthermore, economic conditions influence firms approach to talent planning. Whenever the demand for particular products or services rendered by the organization is low, fewer staffs are required. The level, as well as type of the required skills, affects talent planning; for example, if high skills employees are required, the firm may be forced to hire or train the current ones.

Approach to attracting talent Good

(AC 1.1) Identify and explains **at least x3** organisation benefits of attracting and retaining a diverse workforce

A diverse workforce is beneficial to an organization in a number of ways. Firstly, a diverse workforce increases the ability to attract and retain talents. The feeling of inclusion and appreciation buffers the employee's loyalty as well as the sense of belonging. Furthermore, language skill pool is usually high in such a workforce, and thus helps an organization to improve its diverse customer base and more notably compete internationally. Secondly, diversity creates room for a mosaic workplace, with people from different backgrounds, perspectives, beliefs, values, and style. Such a workforce is healthy for production as well as the growth of any given firm ("Resourcing Talent"). Moreover, this facilitates increased creativity and ability to solve problems. With a chance of bringing together diverse minds, possibilities of having a differing solution to a particular challenge are high. Diverse workforce also works hand in hand with equal opportunities to facilitate the development of an organization. The two assist the firm in being fair and responsive to the needs of others.

Benefits of attracting Diverse Workforce

AC (1.3) Describes at least 3 factors that affect an organisation's approach to recruitment and selection

A mix of a number of internal and external forces usually influences the recruitment and selection policy of an organization. Some of these factors include the human resource planning, labor market, and retention policy. First, any firm recruits based on the human

resource planning, which facilitates in expounding the existing gaps, based on the current organization's labor requirements. Human resource planning determines the number of workers that a firm should recruit, as well as the necessary qualifications (Myers and Janice 290).

Labour market can be defined as the demand and supply of labour, with workers offering the supply, while the proprietors the demand. Therefore, the required employees based on particular skills, their availability, and demand influence organizations selection and recruitment policy. Conversely, retention refers to the capacity of a given firm, to be in a state to retain its best-performing employees. Retention influences the kind of employees to be left in the organizations, as well as those to join them. A firm with a good staff retention plan undertakes little or limited employees hiring.

Recruitment Factors Described with Theory

(ACs 2.1 & 2.2) describe the benefits of **at least x3** different recruitment methods and **x3** different selection methods.

Various methods can be utilized in recruiting employees in an organization. Some of these major approaches include closed searches, responsive methods, and open searches. Closed searches are conducted via word of mouth, links with learning institutions, as well as utilization of recruitment agencies ("Resourcing Talent"). Closed searches are appropriate especially in incidences of limited positions. The responsive approach entails responding to speculative applications. A speculative application encompasses proactively contacting a human resource manager or rather than an employer, seeking out a job vacancy that has not been advertised. The approach usually works for sectors where opportunities are rarely advertised. Open searches entail recruiting from local newspaper adverts, national newspapers, jobs center, specialist press, and other adverts. Open searches are appropriate whenever a number of employees are to be recruited, in different organizational positions.



Some of the key methods of employees' selection include interviewing or rather pre-selection, and candidate selection. Interviews are appropriate to access the candidate ability beyond what is provided on application documents and academic credentials. Interviews are also important whenever a potential employee character is a consideration factor, in addition to academic qualifications (Myers and Janice 290). Candidate selection involves comparing different applicants based on their interview performance, academic credentials, and resume. Candidate selection is appropriate whenever there is a group of the applicant with almost similar or close qualifications, and the posts are limited. Ability and aptitude tests are also common in employees' selection. They are commonly used when testing general intelligence, spatial, and verbal ability.

Selection Methods with theory

(AC 4.1) Explain **at least x3** purposes of Induction/Onboarding and how effective induction practices benefit BOTH individuals and organisations.

The goal of induction is to make sure that there is effective integration across or into the firm, for the interest of both parties. Research indicates that tailor-made induction based programs have the ability to increase the staff retention. An induction program has various advantages, both to the employees and the organization. Four of the main advantages to the firm include the creation of positive perception in the workplace, increasing the new worker's retention, ensuring a motivated as well as a happy workforce ("Resourcing Talent"). Induction at organization level ensures operational efficiency, making the new workers become productive as soon as possible.

On the employees and individuals, the induction program benefits include the following four. It ensures that employees feel accepted, part of the organization, respected, and comfortable in their workplace, thus being in a position to integrate with the rest of the team. It helps the employees to feel that they have made the right choice or rather decision in joining the firm. Well-created induction program facilitates in building the new workers self-confidence, sense of motivation, as well as self-esteem, which is healthy for any organization. A good induction program assists in establishing good communication between individuals, supervisors, and the rest of the team, which is very important in any firm.

Purposes of Induction Good

(AC 4.2) Develop below an Induction Plan that covers '**at least the 1st week of employment**' for a New Starter and which identifies induction activities to be covered, timelines and who is involved in the process.

For a starter, induction will cover various areas, and those involved would have a number of functions in the induction process. Day one would start with the introduction and orientation into the new organization. This would be the first activity on reporting to the workplace, and it should take at least two hours. One of the key employees involved in this process is the supervisor. Day two should involve employee presentation. This process should take at most one hour and should involve most of the employees currently functioning in the organization. Day three would entail familiarization with the organization products as well as different production processes. The process should take at least four hours and should involve most of the workers, especially from the assigned department. Day five should entail learning more about the organization, its strategic goals, values, and plans towards environmental sustainability. It should at least take four hours and should involve consulting different employees.

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(AC 3.5) List and discuss the records from the recruitment and selection process which should be retained with a brief explanation of the related legal requirements **(e.g. retention periods, storage methods, access and security – Data Protection Act 1998 etc.)**



Reference:

Myers, Valerie L., and Janice L. Dreachslin. "Recruitment and retention of a diverse workforce: Challenges and opportunities." *Journal of Healthcare Management* 52.5 (2007): 290.

"Resourcing Talent," Acacia Learning, *Prime Human Resource Solutions* (n.d).

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