

## Recruitment and Selection Process

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Analyse the exact nature of the job and the duties to be undertaken also know as (1)\_\_\_\_\_. Design a (2)\_\_\_\_\_. Design a (3)\_\_\_\_\_. (4)\_\_\_\_\_ the vacancy in a newspaper or any other appropriate media. Send out application forms to the applicants or read (5)\_\_\_\_\_ and letters of application. Produce a short-list from the replies of those who best match the employer's requirement. Conduct an (6)\_\_\_\_\_ and take up references. Select suitable applicant and offer them the job. Reply to unsuccessful applicants. Organise (7)\_\_\_\_\_ training for the successful applicants.

Advertise induction interview Job Analysis job description job  
specification resumes

# Key

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### **Recruitment and Selection Process**

Analyse the exact nature of the job and the duties to be undertaken also know as Job Analysis. Design a job description. Design a job specification. Advertise the vacancy in a newspaper or any other appropriate media. Send out application forms to the applicants or read resumes and letters of application. Produce a short-list from the replies of those who best match the employer's requirement. Conduct an interview and take up references. Select suitable applicant and offer them the job. Reply to unsuccessful applicants. Organise induction training for the successful applicants.