

Recruitment

Introduction

Recruiting the right young people for your organisation is important. While requirements will vary, the process of recruitment and selection will have similar key elements regardless of the type of company or job on offer.

Preparing the job description

This would include reference to the

- Organisation, industry and service or products on offer
- Job title
- Main duties and responsibilities
- Job location
- Hours of work
- Pay and any additional bonuses
- Extra entitlements if applicable including travel allowance, canteen etc
- Training and promotion prospects

Preparing the person specification

This would clearly outline your requirements to include

- Qualifications – outlining the qualifications that are essential for this role
- Experience – work experience and / or experience of community or voluntary activities
- Skills and personal characteristics – flexibility, communication, team work, initiative, time manage or other key skills needed to successfully carry out the role
- Additional requirements – IT skills, literacy, numeracy, additional languages
- Interests – practical, physical, social