

Business Studies: Human Resources Recruitment

The main **benefits of recruiting** the right people include:

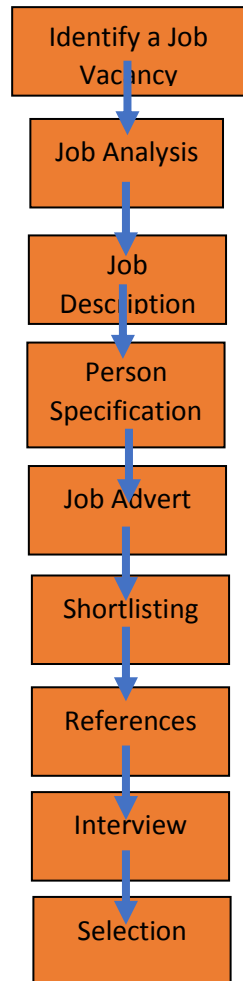
- Maintain business reputation – a business that employs people with the right levels of skills and experiences will help the business maintain quality.
- Maintain and improve productivity – High levels of productivity is very important objective for a business.

Internal advertising means that the business will only advertise the job to existing employees. Internal job adverts are usually placed on noticeboards within the business or in internal intranets so that only existing employees can see them.

External advertising is used when the business is looking for expansion or if there are no suitable internal applicants.

External adverts can be placed in a number of places and this will depend on the job being advertised. The media used to advertise externally include:

- Newspapers – local or national
- Magazines
- Jobcentre Plus (Government agencies) – walk-in offices and online
- Recruitment agencies – private sector agencies specialising in recruitment
- Internet – the business recruiting on their own website
- Internet – social media and recruitment website,



Training is:
Short term and is focused on helping a worker do his job well

	Advantages	Disadvantages
Induction	<ul style="list-style-type: none"> • Helps workers to settle quickly - get to know colleagues • Worker will be more productive quicker • Health and safety issues reduced 	<ul style="list-style-type: none"> • A lot of information to take in in one day • Costs involved - worker is paid but not producing anything • Costs involved - someone needs to provide the training
On-the-job	<ul style="list-style-type: none"> • Training is individualised to help each worker improve • Cheaper – no travel costs • Still producing products while training 	<ul style="list-style-type: none"> • Trainer may need to stop working to help trainee • Quality might be poor • Quality of training depends on the trainer • No qualifications gained
Off-the-job	<ul style="list-style-type: none"> • Experts can provide training • Workers enjoy the change of environment • Workers feel valued 	<ul style="list-style-type: none"> • More expensive - fees, travel etc • Worker is not producing products when training • Risk of employee leaving once trained

Development
Long term training focused on helping a worker realise their potential

On-the-job
Training while working

Off-the-job
Training away from the job

Induction training
Training to introduce the worker to the business