

EMPLOYEE RESOURCING

UNIT CODE: BUS/CU/HRM/CR/01/5/A

Relationship to Occupational Standards

This unit addresses the Unit of Competency: Undertake Employee Resourcing

Duration of Unit: 50 Hours

Unit Description

This unit specifies the competencies required to initiate employee resourcing. It includes undertaking job analysis, identifying vacancies in the organization, developing vacancy advertisements, identifying recruitment sources, conducting employees' recruitment and undertaking employees' induction.

Summary of Learning Outcomes

1. Undertake job analysis
2. Identify vacancies in the organization
3. Develop vacancy advertisements
4. Identify recruitment sources
5. Conduct employee recruitment
6. Undertake employee induction

Learning Outcomes, Content and Suggested Assessment Methods

Learning Outcome	Content	Suggested Assessment Methods
1.Undertake job analysis	<ul style="list-style-type: none"> • Introduction to job analysis • Uses of job analysis • Techniques/methods of job analysis • Definition of Job description and Job specification • Benefits of job analysis • Challenges of job analysis 	<ul style="list-style-type: none"> • Written tests • Oral presentation • Observation • Project
2.Identify vacancies in the organization	<ul style="list-style-type: none"> • Vacancy identification process 	<ul style="list-style-type: none"> • Written tests • Oral presentation • Observation • Project
3.Develop vacancy advertisements	<ul style="list-style-type: none"> • Preparation of job advertisements • Methods of job advertisements 	<ul style="list-style-type: none"> • Oral question • Observation • Project
4.Identify recruitment sources	<ul style="list-style-type: none"> • Definition of recruitment • Recruitment sources • Advantages and disadvantages of sources recruitment 	<ul style="list-style-type: none"> • Oral question • Written questions • Project
5.Conduct	<ul style="list-style-type: none"> • Introduction to 	<ul style="list-style-type: none"> • Oral question

Learning Outcome	Content	Suggested Assessment Methods
employees recruitment	recruitment <ul style="list-style-type: none"> • Importance of recruitment • Recruitment cycle 	<ul style="list-style-type: none"> • Observation • Written report • Project • Case studies
6.Undertake employees induction	<ul style="list-style-type: none"> • Introduction to employee induction • Importance/use of employee induction • Induction process 	<ul style="list-style-type: none"> • Oral question • Observation • Written questions • Project

Suggested Delivery Methods

- Instructor led facilitation of theory
- Demonstrations by trainer
- Practical work by trainees
- Viewing of related videos
- Project
- Group discussions
- Case studies

Recommended Resources

- Office stationeries
- Computers and computer software
- Printers
- Projectors