

Module 9: Recruitment Process

Facilitator's guide

Follow this guide to facilitate delivery of this module with young people.

It is suggested that students can work individually or in small groups. Ensure all students / groups have internet access to complete research and view video material where applicable. Student activities may be downloaded and completed on the PDF form or you may wish to print the accompanying student resource pack.

Introduction (5 minutes)

Working through the introductory content (in student resource), students become familiar with different components that can make up the recruitment process. You may wish to highlight how recruitment processes can differ from one company to another using your own company's process to add context.

Activity 1 (20 minutes)

During this activity students will deconstruct a job advert (Alnwick Castle Retail Assistant included), identifying what is being asked of candidates during the recruitment process to help them better understand how they can be more effective when writing their own job applications. Encourage students to identify, highlight, and discuss where possible, any skills, qualities, experiences and qualifications/ training requirements which feature in the job advert.

Facilitating employers may wish to enhance and personalise this activity by providing an example job advert (including job description and person specification) providing an alternative scenario for students.

Activity 2 (30 minutes)

Using the examples of [good and bad CVs](#), students will use this module to determine what makes a CV effective. Students are encouraged to explore the example CV included to identify good and bad features and provide reasoning for their decisions in the table provided.

Activity 3 (30-45 minutes)

This activity is designed to consolidate module learning, providing students with an opportunity to draft their own personal statement in the scenario of applying for a part time job (advert included). The facilitating employer may wish to enhance and personalise this activity by providing example job adverts (including job description and person specification) to provide an alternative scenario for students to write their personal statement.

In the event this activity is customised with an alternative job vacancy, it is suggested that the role should be appropriate for young people to consider to apply to.

Students are encouraged to consider the information provided in the [How to write a personal statement](#) resource, which provides a summary video (🕒 1 minute watch) and tips as to how to write an effective personal statement.

Extension Activity

If there is time and opportunity to extend this module, this task allows students to draft their own CV or update their current CV and consider any improvements that can be made using learning from module activities and resource insights. It is designed to encourage students to get into the habit of regularly updating their CV in preparation for applying to jobs in the future.

The [BBC Bitesize](#) and [Guardian Jobs](#) resources provide students with top tips to consider when drafting their CVs. Students starting their CV from scratch may wish to use Word or online platforms to find a free template.