

Title	Recruitment and Selection
Level	Five
Credit Value	3
Guided Learning Hours (GLH)	8
OCN NI Unit Code	CBF478
Unit Reference No	R/618/8522

Unit purpose and aim(s): This unit will enable the learner to understand and apply recruitment and selection policies and procedures.

Learning Outcomes	Assessment Criteria
1. Understand the impact of employment and equality legislation on recruitment and selection procedures.	1.1 Research current employment and equality legislation in own region. 1.2 Explain using examples, how the legislation researched in AC 1.1 may affect an organisation's recruitment and selection procedures.
2. Understand organisational recruitment and selection policy and procedures.	2.1 Research a given organisation's recruitment and selection policy and procedures.
3. Be able to conduct an effective candidate selection and interview process.	3.1 Demonstrate how to effectively: a) shortlist candidates fairly and consistently b) interview candidates using appropriate questioning and listening techniques c) keep accurate and comprehensive interview notes d) use an interview scoring scale appropriately