**MARK SHEET – Understanding recruitment and selection of new staff in the workplace**

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| **Centre Number :** | |  | | **Centre Name :** | |  | | | |
| **Learner Registration No :** | |  | | **Learner Name:** | |  | | | |
| **INSTRUCTIONS FOR ASSESSMENT AND USE OF MARK SHEET**  Assessment must be conducted with reference to the assessment criteria (AC). In order to pass the unit, every AC must be met.  Assessors will normally award marks for every AC and then total them into a percentage. However, for greater simplicity, there is the option to not use marks at all and merely indicate with a ‘Pass’ or ‘Referral’ in the box (below right). In order to pass the unit every AC must receive a ‘Pass’.  **Where marks are awarded according to the degree to which the learner’s evidence in the submission meets each AC, every AC must be met, i.e. receive at least half marks (e.g. min 10/20). Any AC awarded less than the minimum produces an automatic referral for the submission (regardless of the overall mark achieved).**  Sufficiency descriptors are provided as guidance. If 20 marks are available for an AC and the evidence in the submission approximates to the ‘pass’ descriptor, that indicates it should attract 10 marks out of 20, if a ‘good pass’ then ca. 15 out of 20. The descriptors are not comprehensive, and cannot be, as there are many ways in which a submission can exceed or fall short of the requirements. | | | | | | | 1. **Learner named above confirms authenticity of submission.** 2. **ILM uses learners’ submissions – on an anonymous basis – for assessment standardisation. By submitting, I agree that ILM may use this script on condition that all information which may identify me is removed.**   **However, if you are unwilling to allow ILM use your script, please refuse by ticking the box: □** | | |
| **Learning Outcome / Section 1:** Know how to plan to recruit and select new staff in the workplace | | | | | | | | | |
| **Assessment Criteria (AC)** | **Sufficiency Descriptors**  *[Typical standard that , if replicated across the whole submission, would produce a referral, borderline pass or good pass result]* | | | | | | | **Assessor feedback on AC** | |
| AC 1.1  Identified an organisation’s policies and procedures that could guide the manager in recruitment and selection | **Referral [ca. 3/12]** | | **Pass [6/12]** | | **Good Pass [ca. 9/12]** | | |  | |
| * An organisation’s policies and procedures that could guide the manager in recruitment and selection are not identified or are merely listed * Only an organisation’s policies or only its procedures that could guide the manager in recruitment and selection are identified, but not both | | * Two or more of an organisation’s policies and two or more procedures that could guide the manager in recruitment and selection are briefly identified | | * An appropriate range of an organisation’s policies and an appropriate range of procedures that could guide the manager in recruitment and selection are clearly identified | | |
| / 12  (min. of 6) | Pass or Referral |
| AC 1.2  Explained how to conduct a job analysis and prepare a job description and person specification for an identified post | **Referral [ca. 9/36]** | | **Pass [18/36]** | | **Good Pass [ca. 27/36]** | | | **Assessor feedback on AC** | |
| * An explanation of how to conduct a job analysis and/or prepare a job description and/or person specification for an identified post is not given or the explanation is incomplete or inaccurate | | * An explanation of how to conduct a job analysis and prepare a job description and person specification for an identified post is given although the explanations may lack detail | | * A detailed explanation of how to conduct a job analysis and prepare a job description and person specification for an identified post is given which may include examples of the documents involved | | |  | |
| / 36  (min. of 18) | Pass or Referral |

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| **Section comments** (optional): | | | | **Verification comments** (optional): | | | | |
| **Learning Outcome / Section 2:** Know how to select the right person | | | | | | | | |
| **Assessment Criteria (AC)** | **Sufficiency Descriptors**  *[Typical standard that , if replicated across the whole submission, would produce a referral, borderline pass or good pass result]* | | | | | | **Assessor feedback on AC** | |
| AC 2.1  Explained how a manager would prepare for selection interviews to ensure impartiality and optimum decision making in selecting the most suitable applicant | **Referral [ca. 9/36]** | | **Pass [18/36]** | | | **Good Pass [ca. 27/36]** |  | |
| * How a manager would prepare for selection interviews to ensure impartiality and/or optimum decision making in selecting the most suitable applicant is not explained or if explained is incomplete or inaccurate | | * How a manager would prepare for selection interviews to ensure impartiality and optimum decision making in selecting the most suitable applicant is explained although the explanation may be brief | | | * A detailed explanation of how a manager would prepare for selection interviews to ensure impartiality and optimum decision making in selecting the most suitable applicant is given |
| / 36  (min. of 18) | Pass or Referral |
| AC 2.2  Explained a recognised selection technique that could be used during interviews | **Referral [ca. 4/16]** | | **Pass [8/16]** | | | **Good Pass [ca. 12/16]** | **Assessor feedback on AC** | |
| * A recognised selection technique that could be used during interviews is not explained or if explained is incomplete or inaccurate * The technique explained is not a recognised selection technique that could be used during interviews | | * A recognised selection technique that could be used during interviews is explained to show how it works although the explanation may be brief | | | * A detailed explanation is given of a recognised selection technique that could be used during interviews |  | |
| / 16  (min. of 8) | Pass or Referral |
| **Section comments** (optional): | | | | **Verification comments** (optional): | | | | |
|  | | | | | **/ 100**  **TOTAL MARKS** | | | |
| **Assessor’s Decision** | | | | **Quality Assurance Use** | | | | |
| **Outcome** (*delete as applicable*): **PASS / REFERRAL** | | **Signature of Assessor:**  **Date:** | | **Outcome** (*delete as applicable*): **PASS / REFERRAL** | | | **Signature of QA:**  **Date of QA check:** | |