

ASSESSMENT # 1

Total Marks: 30

Answer the following questions:

Q: 1: Short Questions (15)

- I. Outline the six stages of the recruitment and selection process.
- II. What are the principles of exploring past actions during interviews?
- III. List the three factors in the hiring process.
- IV. Outline the three important categories in a job description.
- V. What is Job Analysis?

Q: 2: Discuss the various costs that should be considered when hiring a new employee. (7)

Q: 3: Describe the history of the interviewing process. (8)

