# Statement of participation

# **Adrian Dmitruk**

has completed the free course including any mandatory tests for:

## Human resources: recruitment and selection

This 12-hour free course provided a straightforward guide to the recruitment process: from writing job descriptions to assessing who to appoint.

Issue date: 26 April 2020

### www.open.edu/openlearn

This statement does not imply the award of credit points nor the conferment of a University Qualification. This statement confirms that this free course and all mandatory tests were passed by the learner.

COURSE CODE: B615\_1

### Human resources: recruitment and selection

https://www.open.edu/openlearn/money-business/human-resources/human-resources-recruitment-and-selection/content-section-0

#### **Course summary**

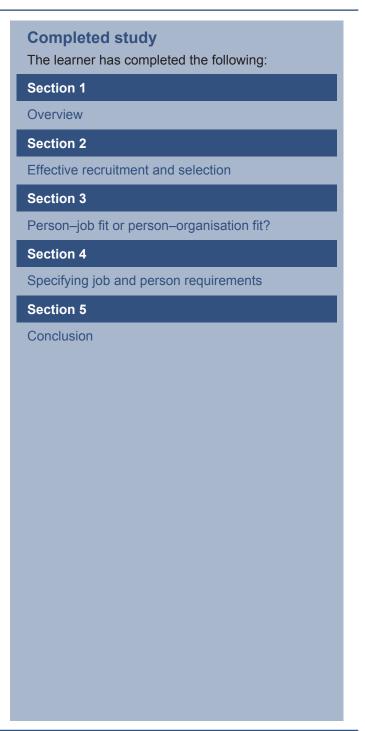
Does the recruitment and selection process fill you with dread? Discrimination and equal opportunities legislation can make this area feel like a minefield. If you are faced with appointing a new employee then this free course, Human resources: recruitment and selection, will provide a straightforward guide to the process: from writing job descriptions to finally assessing who to appoint.

#### **Learning outcomes**

By completing this course, the learner should be

After studying this course, you should be able to:

- list the skills and knowledge needed to conduct full and fair recruitment and selection
- undertake full and fair recruitment and selection systematically.



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