

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.

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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.

Please go to the course on OpenLearn for full details:

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

COURSE CODE: **B615_1**

Human resources: recruitment and selection

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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 able to:

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.

Completed study

The learner has completed the following:

Section 1

Overview

Section 2

Effective recruitment and selection

Section 3

Person–job fit or person–organisation fit?

Section 4

Specifying job and person requirements

Section 5

Conclusion