

Task 1

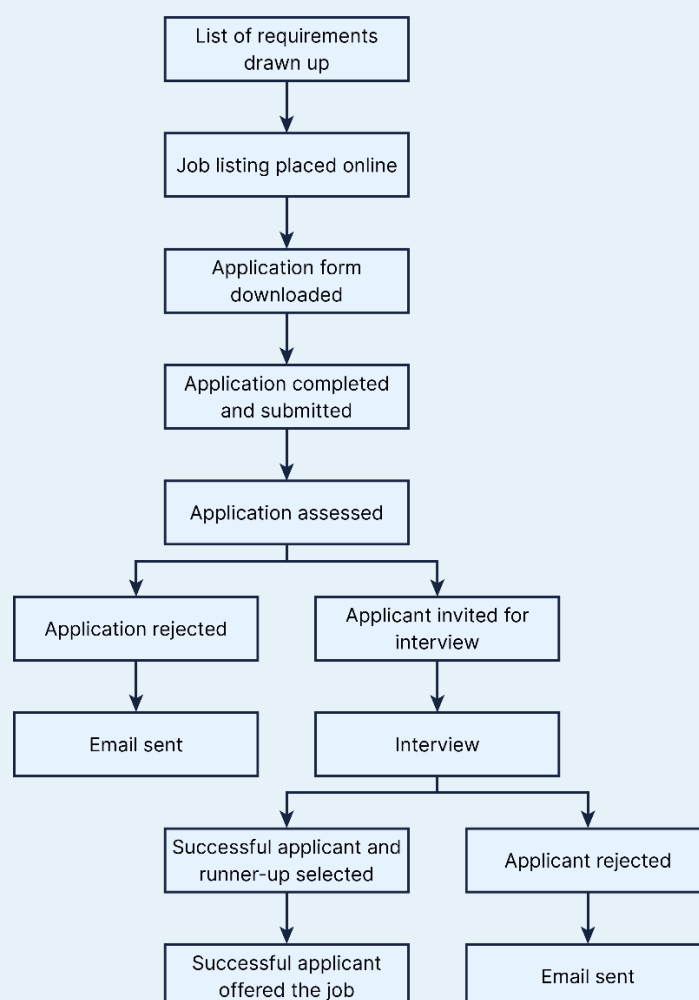
Model Response

Question

The process below shows the Human Resources (HR) recruitment process for a company.

Summarise the information by selecting and reporting the main features, and make comparison where relevant.

The HR Recruitment Process



The diagram shows the steps involved in a company's HR recruitment process. Overall, it explains the process for applications and selection of a successful candidate.

The first part of the process involves posting the job advertisement and collecting applications. To do this, the company creates a list of requirements for the job and then publishes these online. Those who want to apply for the job then need to download, complete, and submit the job application form. All of these applications are then assessed.

In the next stage of the process, the company chooses which applications will progress to the next stage. Those who are unsuccessful are sent an email notifying them of this, while successful applicants are invited to attend an interview. After the interview, one successful candidate is chosen by the company as well as a runner-up. All other candidates are sent an email to tell them that they have not received the job. Finally, the winning candidate is offered the position.