**Topic 4.5 Recruiting, Training and Motivating Staff: Activity**



JD Sports are hiring new retail assistants in their UK stores due to the increased demands caused by the Christmas holidays. They need someone who is able to work 30 hours in a week for various shifts and are willing to pay £7 per hour. The retail assistants will mainly be working on the shop floor either stocking shelves or serving customers. JD Sports have asked you to create a ‘Job Description’ and ‘Personal Specification’ for the new retail assistant jobs.

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| **Key Term:** | **Definition:** |
| **Job Description** | Document that describes the duties of a worker and his or her other status in the organisation. |
| **Person Specification** | A profile of the other type of person needed for a job – their skills and qualities. |

1. **Create a ‘Job Description’:**

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1. **Create a ‘Person Specification’.**

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1. **Answer the statements True or False:**

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| **No.** | **Statement** | **True or False** |
| **1** | You cannot be forced to work more than 48 hours in a week. |  |
| **2** | When working long hours you are entitled to a break. |  |
| **3** | If made redundant you are entitled to a week’s pay for every year you have been with the business. |  |
| **4** | You are entitled to redundancy pay if you have been working for less than a year. |  |
| **5** | Workers can be discriminated against on the basis of age, sex, race or disability. |  |
| **6** | The minimum wage for people under 16 is £3.68. |  |
| **7** | The minimum wage for people over 21 is £6.19 |  |
| **8** | Not all employees are entitled to a holiday in their employment contract. |  |
| **9** | All employers should provide an employee with an employment contract. |  |
| **10** | Every employee has the right to join a trade union. |  |

1. **Give THREE reasons why it is important that a small business ensures that it does not break any employment laws set by Parliament.**

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| **1** |  |
| **2** |  |
| **3** |  |

**Name:**

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| **Personal Details:** |

**Education and Qualifications:**

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**Work Experience**

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**Additional Information**

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| Interests:  Skills: |

**References**

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| Available upon request |