

2.5.2 Edexcel Business

Edexcel GCSE Business

2.5.2 Effective recruitment (1)

Multiple Choice Question Test Bank

MCQ Test 4

This MCQ test contains 13 questions covering the specification content for 2.5.2: Effective recruitment (1)

Instructions:

- **There are 13 questions in this test.**
- **Your teacher will determine how long you have to complete this test and under what conditions.**
- Only **one** answer per question is allowed for **questions 1-11 inclusive.**
- **Two** answers should be selected for questions **12 and 13.**
- For each answer, completely fill in the circle alongside the appropriate answer(s).
- If you want to change your answer, you must cross out your original answer.
- If you wish to return to an answer previously crossed out, ring the answer you now wish to select.

0 1 Which of the following statements best describes the term, recruitment?

- A The number of people leaving an organisation in a specific time period
- B The total amount of job vacancies in an organisation
- C The number of people that are employed in an organisation
- D The process of finding people to work for an organisation

[1 mark]

0 2 Which of the following is an advantage to a business of using internal recruitment?

- A No additional job vacancies are created
- B There is always a large pool of candidates from which to appoint
- C Less money may be spent on induction training
- D New skills and experience can be brought into the organisation

[1 mark]

0 3 Which of the following job roles is most likely to be part-time?

- A Director
- B Senior manager
- C Chief Executive Officer
- D Sales assistant

[1 mark]

0 4 Which of the following is a potential benefit to a business of ensuring the most suitable person is recruited to fill a job vacancy?

- A Productivity will increase
- B Staff retention rate will be low
- C Labour turnover rate will be high
- D Recruitment costs will increase

[1 mark]

0 5 Which of the following best describes the term person specification? A document that:

- A Details the duties and tasks involved in a specific job
- B Is completed by a person applying for a job vacancy
- C Details the skills and qualifications required in a specific job
- D Details contact details, qualifications and experience of an applicant

[1 mark]

0 6 Which of the following would be the most suitable place for a local plumbing firm to advertise for five new plumbers?

- A Firm's intranet
- B Job centre
- C Daily national newspaper
- D Television

[1 mark]

0 7 Which of the following is a reason why an organisation, with a job vacancy, would request an applicant to send in a CV rather than complete an application form?

- A A smaller number of candidates will apply for the vacancy
- B It is easier to directly compare one candidate to another
- C It gives an applicant freedom in the style of presentation
- D Specific questions can be tailored to the job role

[1 mark]

0 8 Which of the following job roles is most likely to assist other employees in their day-to-day role, for example resolving IT issues?

- A Supervisor
- B Operational staff
- C Team leader
- D Support staff

[1 mark]

0 9 Which of the following is a method of internal recruitment?

- A The use of a recruitment agency to attract candidates
- B Advertise the vacancy in a national newspaper
- C Place a job advert in the local job centre
- D Promote an existing employee into the vacant position

[1 mark]

1 0 Which of the following job roles is most likely to be responsible for putting long term plans into practice and organising the business to meet its overall corporate objectives?

- A Operational staff
- B Senior management
- C Support staff
- D Supervisors

[1 mark]

1 1 Which of the following best describes the document that provides a summary of the main duties and responsibilities of a job?

- A Person specification
- B Application form
- C CV
- D Job description

[1 mark]

1 2 Which **two** of the following are approaches to external recruitment?

- A Advertising a job vacancy in the local job centre
- B Promoting current employees to more senior posts
- C Advertising a job vacancy on the firm's intranet
- D A manager recommending an existing member of staff for a new role
- E Advertising a job vacancy in a national newspaper

[2 marks]

1 3 Which **two** of the following are disadvantages to a business of using external recruitment?

- A Existing employees may miss out on promotional opportunities and become demotivated
- B It can be more costly and time consuming for the business than internal recruitment
- C Existing employees may not have the required experience to fill the job vacancy
- D It does not allow for new ideas to enter the business
- E Vacancies are created elsewhere in the business

[2 marks]

ANSWERS TO THIS MCQ TEST

Q	CORRECT
1	D
2	C
3	D
4	A
5	C
6	B
7	C
8	D
9	D
10	B
11	D
12	A,E
13	A,B