**Recruitment – Job Analysis**

**Q1. What is the difference between a *job description* and *a person specification*? (4 marks)**

**Q2. Write each of the headings below on the correct document. (11 marks)**

Job title desirable qualities duties qualifications reports to essential qualities main purpose of job skills attitudes experience responsible for

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| **Job Description** | **Person Specification** |
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**Q3. Sally is the manager of a department store. One of her junior managers is leaving. Sally is planning on advertising for a replacement internally by posting a job advert on the staff notice board.**

a) Suggest five pieces of information about the job that might be included in the advert. You should not use any of the heading from Q2. **(5 marks)**

b) Explain one advantage and one disadvantage of sally only advertising the post internally, rather than externally as well. **(4 marks)**

Advantage…

Disadvantage…