

ANALYSIS – HOW TO ANNOTATE

Using the points below for each recruitment form, annotate your own copies with the following information:

Job Advert

Does it have enough information?
Does it tell you where you can get more info from?
Job title? Clear?
Where to apply to?
How to apply?
Website?
What the job entails?
Deadline date?
Any mistakes?
Is it polite yet formal?
Persuasive?
Logo? Bold title?

Application form

Summary of documentation?
Guidance notes to help you complete form?
Polite tone?
Informative?
Space to write answers?
Logo? On each page?
Easy to follow? Good layout?
Text size – large enough?
Legal framework covered i.e. sex, race, religion, age?
Easy to complete?

Letter (to applicants)

Spelling, punctuation and grammar – all correct?
Polite? Informative?
Professionally laid out?

Job Description/Person Specification

Company information i.e. background?
Descriptive and persuasive?
Easy to follow/read i.e. bullet points?
Outline future plans?
Does it outline the job role and expectations? Any improvements?
Amount of information? Good or bad?

Clearly set out?

Colours? Does it stand out?

Subheadings to break up text?

Printing errors?

Company logo and title bold and obvious?

Personal qualities needed explained well?

Outline the benefits? Financial and non-financial?

Highlights positive aspects of job?