

Evaluation

From my research into the different human resources documentation, I was able to produce my own documentation specifically in relation to my job role, that of administrative assistant. It is evident that the job advertisement that I produced was fit for its purpose. This is because I managed to provide more detail concerning the company, meaning that a professional business image was created, so the advertisement successfully managed to project the job's importance concerning the large organisation that the applicant will be working for. I believe that my job advertisement has the ability to attract applicants of quality in quantity as I only pointed out the positive attributes that people need, therefore portraying a high standard for the applicants to follow. Moreover, the language used served to effectively portray the business as a pleasant and friendly place to work. The information was clearly set out whilst providing enough detail into the requirements of the job. Additionally, the use of the second person pronoun 'you' means that the advertisement will be able to successfully entice people into applying. The reason for this is that the advertisement used persuasive language, which served to market the job in a way in which it seems exciting to the public. By saying 'you,' people are immediately included, and are therefore more likely to feel a connection towards the organisation, meaning that they will be more likely to apply. However, one disadvantage of my job advertisement is that younger more inexperienced graduates looking for administrative work may be put off by the advertisement's high standards, thus possibly minimising the possibility of them seeking further information and hindering the variety of applicants that Cadbury's is able to receive.

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I had to make some changes to my application form as I realised that it was too long and detailed for my job role. With the omission of irrelevant information, I was able to create an application form that is easy to read and complete. This is because the information was clearly broken up into different sections, meaning that time was saved when the recruitment panel needed to shortlist the applicants, as they were able to easily determine whether or not the candidate was suitable for the post. In addition, the form requested unambiguous information and also included a few guidance notes to make completion even simpler. This, along with the application form's interesting and eye-catching layout manages to ensure that people do not find it unpleasant to fill out. I made sure that it precisely stated what would happen to the applicant's form concerning whether or not they are successful. This means that I can effectively hinder any confusion which may slow down the efficiency of the recruitment process. Furthermore, I noticed that compared to my sample documentation, my application form was one of the most clearly set out. On the other hand, it is apparent that I should have included more information in relation to the legal framework in order to succinctly state the different acts that come under it, therefore providing more guidance into the job and the rights and protection that the candidate will have.

It is evident that my job description is fit for its purpose and is likely to produce the result that I was looking for. This is because it provided just the right amount of information to enable people to identify whether they feel that they are suitable for the job. The information was precise as it initially accentuated the main points of the occupation such as the job title and overall role within the business. By setting it out in this manner, applicants are therefore able to take in the information more easily, as the job responsibilities are thereafter explained in more detail. However, I made sure that this was not too descriptive in order to fully mirror the nature of my job role. I was wary as to not include too many job responsibilities the role of administrative assistant does not require as much authority as other job roles such as human resources manager. On the whole I believe that this document is specifically targeted towards my job role.

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In relation to my person specification, I feel that it is very easy to read and thus enables people to clearly identify whether or not they have the qualities that are required for the job. Each bullet point was also very precise, signifying that it will be easier to deter those that do not have the required qualities from applying for the job, this ultimately saves time and money in relation to the recruitment process as the company will have less applicants to interview. By including both essential and desirable qualities including experiences, qualifications, skills and abilities and personal style and behaviour, I have been able to appeal to a variety of applicants in a precise but general manner. This means that the company will have a wider range of applicants and can thereafter decide who will be most suited for the job. None of the person specifications set their information out in a grid, and I feel that by doing so I have managed to present the jobs required person in a more interesting and eye catching way.

All my documentation did indeed fit within the legal framework, and therefore did not break the law. Neither of my documents specified that the job was aimed at a specific race or gender, signifying that no discrimination was made in these areas. It is evident that I should have stated in my job advertisement that Cadbury's is an equal opportunities monitor as a means of clarifying the fact that they consider everyone's application providing they are within reason. In order to improve the professionalism of my documentation I could have included information on the legal framework as a means of informing applicants that Cadbury's does not go against the law. Moreover, it should be noted that not one of my documentation contained a declaration of abilities section. This is because I chose to leave this out as I felt that it would not greatly affect my job role. This links to the fact that I did not want to be discriminatory in order to give everyone a fair chance for an interview. Additionally, my interview also fit within the legal framework as everyone was interviewed regardless of their race, gender, marital status, sexual orientation, religion or disability. Similarly, my induction programme and motivational package also complied with the law as there was no particular behaviour or action that was only directed at one specific person, other than that of their job role and status within the company.

It is apparent that the research that I carried out in relation to the production of my documentation was good in that it was rather varied. Moreover, I managed to obtain a variety of samples from many sources which meant that I had a range of exemplar material to inform the development and construction of my documentation. However, it is evident that I could have obtained even more documentation aimed at different kinds of jobs specifying different skills, as well as those which relate to occupations that earn higher amounts of money. I also found that it was very hard to find useful information into different business' induction programmes and motivational packages as many companies are reluctant to release such confidential information to the public for fear that other businesses may get hold of such documentation and use it to their advantage.

If I had to do this coursework for a second time I would modify my human resources documentation in order to ensure that it succinctly states the legal framework that the company complies with, such as an equal opportunity policy statement. In relation to the interview, it is apparent that I asked too many questions, those of which entailed issues that require too much experience for someone applying for a job as an administrative assistant. I would therefore have chosen to possibly change some of the questions to make them easier and appeal more to the applicants' role within the business. In turn, this would shorten the length of the interview, which would be an advantage as it was slightly longer than was expected. Another issue which could have been improved is that I could have asked the candidate a follow up question in order to further my knowledge on whether they are suitable for the job. Finally, more precise and detailed notes could have been taken to make the selection process easier. In order to improve the quality of my induction programme and motivational package I would carry out more research into the different types of

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programme/package for my specific job role, thereafter applying it to my documentation that I would choose to be even more specific to administrative assistants.

If I were to do this coursework whilst focusing on a different job role, (such as a managerial role) I would find that my human resources documentation would contain more information as the post on offer would entail more responsibility and require more experience. The interview may be slightly longer as more questions will be asked which require detailed answers from the candidate as they will probably be assessed to a higher degree. What is more is that managerial roles will have a more intense induction programme that are set over more days, as they will be required to take up a post within the business that is more important than that of administration assistants. This means that they will need to have a fuller grasp on their new business in order to carry out their job to a high standard. My motivational package will also be slightly different as people with this job role will be likely to receive more motivational incentives than their counterparts. For example, someone with a managerial role may be motivated by award schemes whereas administrative assistants may find that they are motivated by mentoring. On the whole, it is evident that more research would need to be carried out if I were to do the coursework again with a managerial job role.