**Human Resources (Recruitment)**

<https://youtu.be/ozUDjnztwcw>

<https://www.youtube.com/watch?v=nim7yJQUBAY>

One of the key functions of the HR department within Mersey Care is the recruitment of new staff. This can range from single vacancies to large scale recruitment campaigns.

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| There are several stages to the recruitment process. Do some research and list them below. |
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| Due to the current pandemic, what changes do you think Mersey Care may have had to make to their recruitment process? |
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| What platforms do Mersey Care advertise their current vacancies? |
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| Read through the Job Description below for an Administrative Assistant role within Mersey Care. Based on the job role responsibilities and essential criteria, come up with 8 questions you could ask candidates at the interview stage. |
| 1.  2.  3.  4.  5.  6.  7.  8. |
| Following on from the interview stage, the appointment of the successful candidate is subject to several checks. List below what checks the HR department would need to undertake. |
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| Mersey Care is an enthusiastic supporter of apprenticeships as a way of supporting staff development. What areas of work do they offer apprenticeships in? What levels of apprenticeships do they offer? |
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| **Scenario:**  The HR department within Mersey Care are planning a recruitment campaign for multiple apprenticeship opportunities across the Trust. As well as advertising the vacancies across the usual platforms, they would like to target school leavers and have decided to do this via an e-shot to all the local high schools.  We would like you to do some research and create an e-shot or poster targeting school leavers that:   * Highlights the benefits of working for Mersey Care * Highlights the personal qualities Mersey Care look for in their employees.   The link below will give you an insight into Mersey Care’s values, which should be incorporated into this task:  [Mersey Care NHS Foundation Trust - Our vision, values and aims](https://www.merseycare.nhs.uk/about-us/who-we-are/our-vision-values-and-aims/)  *You can do this using Microsoft Word, PowerPoint, Publisher, or design and draw by hand if you prefer.* |