

Explain employment laws

* Contracts of employment and minimum wage
* Anti-discrimination laws
* Leaving employment

Revision sheet Recruitment

**Business Recruitment**

Describe recruitment:

**Explain the following key terms**

**Job description**

**Person Specification**

**Internal recruitment and give at least 2 examples**

**External recruitment and give at least 2 examples**

Give 2 example of how the employment laws can cause problems for business

Give 2 examples of why it is important to treat staff fairly

Explain the recruitment and selection process

1.

2.

3.