

Please read the instructions printed at the end of this form. **One** of these sheets, suitably completed, should be attached to the assessed work of **each** candidate

<b>Unit Title</b>	<b>2 Recruitment in the workplace</b>			<b>Unit Code</b>	<b>F241</b>	<b>Session</b>		<b>Year</b>	
<b>Centre Name</b>							<b>Centre Number</b>		
<b>Candidate Name</b>							<b>Candidate Number</b>		
<b>Evidence:</b> You assist in the recruitment and selection of an individual for a particular job role, and produce an appropriate induction and motivational package for the successful applicant.									
<b>Criteria</b>						<b>Teacher Comment</b>			<b>Page No.</b>
<b>AO1.1:</b> You identify the processes of recruitment, selection, induction and employee motivation, as well as the legal framework which covers human-resource activity; much of your evidence requires further clarification and elaboration;		<b>AO1.2:</b> you demonstrate a sound understanding of the processes of recruitment, selection, induction, employee motivation and the legal framework which covers human-resource activity; however, your evidence, at times, does not demonstrate sufficient depth;		<b>AO1.3:</b> you demonstrate a clear and comprehensive understanding of the processes of recruitment, selection, induction, employee motivation and the legal framework which covers human-resource activity; your evidence displays both breadth and depth.					
[0 1 2 3 4 5]		[6 7 8 9 10]		[11 12 13 14 15]					
<b>AO2.1:</b> Your material to recruit and select an individual, and your induction and motivational package, is over-theoretical with only a basic attempt to apply it to your chosen job role and successful applicant; you demonstrate limited clarity and coherence with basic use of business terminology – errors of grammar, punctuation and spelling may be noticeable and intrusive;		<b>AO2.2:</b> you apply your report to the chosen business context; you demonstrate clarity and coherence, with appropriate use of business terminology – there may be occasional errors of grammar, punctuation and spelling but these are not intrusive;		<b>AO2.3:</b> you target your report specifically to the chosen business context, demonstrating high levels of application; you demonstrate clarity, coherence and fluency with effective and confident use of appropriate business terminology – there are few, if any, errors of grammar, punctuation and spelling.					
[0 1 2 3 4 5]		[6 7 8 9 10]		[11 12 13 14]					

Criteria			Teacher Comment	Page No.
<p><b>AO3.1:</b> Your analysis and interpretation of your research is limited in scope and does little to inform your recruitment and selection processes and induction/motivational package for your chosen job role and successful applicant;</p> <p>[0 1 2 3 4]</p>	<p><b>AO3.2:</b> your analysis and interpretation of your research is sound, informing your recruitment and selection processes and induction/motivational package for your chosen job role and successful applicant;</p> <p>[5 6 7 8]</p>	<p><b>AO3.3:</b> your analysis and interpretation of your research is thorough and comprehensive, and there is an extensive focus on targeting your research and analysis into informing your recruitment and selection processes and induction/motivational package for your chosen job role and successful applicant.</p> <p>[9 10 11 12]</p>		
<p><b>AO4.1:</b> You make weak judgements on the effectiveness of your chosen approaches, with little or no attempt to offer supporting evidence;</p> <p>[0 1 2 3]</p>	<p><b>AO4.2:</b> you make appropriate judgements on the effectiveness of your chosen approaches, supported by an attempt to construct reasoned arguments;</p> <p>[4 5 6]</p>	<p><b>AO4.3:</b> you make appropriate, realistic judgements on the effectiveness of your chosen approaches, supported by strong evidence and reasoned, logical arguments.</p> <p>[7 8 9]</p>		
<b>Total/50</b>				
If this work is a re-sit, please tick	Session and Year of previous submission		Please tick to indicate this work has been standardised internally	

Please note: This form may be updated on an annual basis. The current version of this form will be available on the OCR website ([www.ocr.org.uk](http://www.ocr.org.uk)).

### Guidance on Completion of this Form

- 1 **One** sheet should be used for each candidate.
- 2 Please ensure that the appropriate boxes at the top of the form are completed.
- 3 Please enter *specific* page numbers where evidence can be found in the portfolio, and where possible, indicate to which part of the text in the mark band the evidence relates.
- 4 Circle the mark awarded for each strand of the marking criteria in the appropriate box and also enter the circled mark in the final column.
- 5 Add the marks for the strands together to give a total out of 50. Enter this total in the relevant box.