

## CFAREC4

### Obtain, prepare and promote job vacancies



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#### Overview

This standard is about preparing vacancy details from hirers and promoting vacancies to attract suitable job-seekers.

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#### Performance criteria

#### Obtain vacancy details from the hirer

*You must be able to:*

- P1 obtain detailed information about the vacancy from the hirer and seek clarification, if required
- P2 agree and/or prepare the job description and person specification with the hirer
- P3 discuss, negotiate and agree fees with the hirer, where appropriate
- P4 make sure the service to be provided and the process to be followed are explained, agreed with the hirer and documented where necessary.
- P5 record the vacancy details accurately
- P6 make sure the vacancy details and their description comply with current employment legislation and codes of practice
- P7 agree deadlines and review procedures with the hirer
- P8 make sure the organisation's procedures for processing vacancies are followed

#### Prepare and promote vacancy details

*You must be able to:*

- P9 check the accuracy of the vacancy details to be circulated
- P10 agree appropriate application methods for the vacancy with the hirer
- P11 prepare and supply appropriate job-seeker information
- P12 agree an appropriate medium to attract the number and type of job-seekers required
- P13 design and compose advertisements, if appropriate, to attract a selection of job-seekers and comply with current legal requirements
- P14 use a range of methods to communicate vacancies to job-seekers within agreed timescales
- P15 circulate vacancies and cancel closed vacancies
- P16 comply with conditions and deadlines for promoting the vacancy which have been agreed with the hirer
- P17 record, monitor and evaluate vacancy responses
- P18 implement review procedures as agreed with hirers

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### Knowledge and understanding

*You need to know and understand:*

- K1 relevant organisational procedures, codes of practice and legislation
- K2 relevant legislation and organisational procedures for safeguarding confidentiality
- K3 relevant legislation and organisational procedures for obtaining and recording information
- K4 the importance of working within agreed timescales and budgets
- K5 different recruitment methods and when it is appropriate to use them
- K6 organisational procedures and guidelines for dealing with complaints from hirers and / or job-seekers
- K7 Questioning and active listening techniques

*You need to know and understand:*

#### **Obtain vacancy details from the hirer**

- K8 how to obtain accurate details about the vacancy from hirers
- K9 how to prepare a job description and person specification
- K10 how to negotiate fees with the hirer, where appropriate
- K11 the purpose of explaining and agreeing the service to be provided and the process to be followed with the hirer
- K12 the purpose of agreeing deadlines and reviewing procedures with the hirer

*You need to know and understand:*

#### **Prepare and promote vacancy details**

- K13 how to check the accuracy of the vacancy details to be circulated
- K14 the range of application methods that can be used to fill a vacancy
- K15 how to prepare and supply different types of job-seeker information
- K16 advertising media and other methods of communicating vacancies .
- K17 style of advertising and overall image required by the hirer
- K18 how to design and write advertisements to attract a selection of job-seekers and comply with current legal requirements
- K19 how to record, monitor and evaluate vacancy responses
- K20 the purpose of implementing review procedures

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