

## Recruit talent in a food and drink business

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### Overview

This standard is about the skills and knowledge needed for you to recruit talent in a food and drink business. Recruiting talent to replace current staff, increase staff numbers and increase specific expertise or skills is an important function in a food and drink business. The often technical and labour intensive nature of the food and drink industry requires an effective strategy supported by streamlined but robust recruitment procedures. Ensuring the very best talent is recruited is essential in achieving objectives and growing the business. You will need the skills and knowledge to prepare a job specification and participate in the selection process. You must also have the skills and knowledge to work to recruit staff adhering to organisational and regulatory requirements. This standard is for you if you work in food and drink manufacture and/or supply operations and are involved in recruiting and selecting talent in a food and drink business.

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### Performance criteria

#### You must be able to:

##### Prepare to recruit talent

1. recruit talent in accordance with regulatory and organisational requirements and procedures
2. identify the role and specific tasks the new person will need to carry out
3. determine the skills, knowledge and abilities required to meet the objectives of the vacancy
4. prepare a job specification or role outline detailing the requirements of the vacancy and the terms and conditions of the role
5. liaise with colleagues to confirm the requirements of the vacancy
6. communicate the job specification to relevant people

##### Recruit talent

7. check the job specification is marketed according to organisational procedures and ensuring maximum relevant exposure
8. organise and use specialist expertise in the selection and recruitment process if necessary
9. participate in the interview selection process adhering to regulatory requirements and ensuring your views are considered and noted
10. make a full record of the interview
11. liaise with colleagues to decide on a course of action following the

interview process

12. provide feedback on the recruitment process including your own  
input according to organisational requirements

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### Knowledge and understanding

#### You need to know and understand:

1. the regulatory and organisational requirements to be adhered to when recruiting talent including those relating to the marketing of a job vacancy, data protection and the interview process
  2. how to determine the skills, knowledge, abilities, potential and any additional organisational requirements of the vacancy
3. the organisational procedures for the writing and marketing of a job specification and how to do this
  4. why it is important to liaise with colleagues when confirming the content of a job specification and how to do this
5. the organisational methods of communication and information technology available and how to make best use of them
6. why it is important to market the vacancy according to regulatory and organisational requirements and how to do this
  7. why it is important to check the vacancy is marketed as widely as possible in relevant publications, journals and e-based sources
8. what the advantages and disadvantages are of using specialist knowledge in aiding the recruitment and selection process
  9. how to input into the interview selection process in a meaningful and productive way and why this is important
10. how to input into the interview process in a meaningful and

productive way and why this is important

11. the organisational procedures to be adhered to when providing  
and receiving feedback on the recruitment process

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