

Grade 7 EMS Worksheet

Assessment Task: Human Resources Management: Recruitment

Becoming part of the recruitment process (Pair activity)

a) You are each going to develop an advertisement for a position that is advertised for a holiday job. Your aim is to recruit a teenager for the job. Your advertisement should be appealing so that a teenager would want to apply for the job.

b) You and your partner should swap your advertisements. Each of you will play the role of applicant for the position advertised. Compile a CV as part of your application. Your CV should be short and to the point, but should contain your current highest qualification, your strong points and the talents and skills you have. Present your CV to your partner.

Peer assessment rubric

Criteria	Outstanding	Achieved	Partially achieved	Not achieved
Designing the advertisement	My partner designed an advertisement that is extremely appealing and made me eager to apply for the position.	My partner designed an advertisement that is appealing and convinced me to apply for the position.	My partner designed an advertisement that is somewhat appealing, but it did not draw me specifically.	My partner's advertisement was not appealing and did not convince me to apply for the position.
Compiling a CV (containing qualifications, strong points, talents and skills)	My partner's CV contained all four the required points.	My partner's CV contained three of the required points.	My partner's CV contained two of the required points.	My partner's CV contained one of the required points.
My partner's advertisement and CV impressed me	I was very impressed.	I was impressed.	I was somewhat impressed.	I was not impressed.

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Suggested Solutions

Not applicable.

Appendix of Assessment Tools

Peer assessment rubric

Criteria	Outstanding	Achieved	Partially achieved	Not achieved
Designing the advertisement	My partner designed an advertisement that is extremely appealing and made me eager to apply for the position.	My partner designed an advertisement that is appealing and convinced me to apply for the position.	My partner designed an advertisement that is somewhat appealing, but it did not draw me specifically.	My partner's advertisement was not appealing and did not convince me to apply for the position.
Compiling a CV (containing qualifications, strong points, talents and skills)	My partner's CV contained all four the required points.	My partner's CV contained three of the required points.	My partner's CV contained two of the required points.	My partner's CV contained one of the required points.
My partner's advertisement and CV impressed me	I was very impressed.	I was impressed.	I was somewhat impressed.	I was not impressed.