

Job Advertisement

The purpose of a job advertisement is so that it lets everybody know about the position available at GAME, with an outline of what that job requests of those who apply. Now I can present what the organisation has asked of me, both I and the interviewer can refer back to it and I can compare the advert with my own qualifications. The job advertisement I found for deputy manager was explanatory, informative since it explained most things an advertisement should have, and efficient as it referred to the main tasks and duties needed to be performed. This talks about the position without including discriminating information which goes against equal opportunities, as well as looks over the abilities the criteria mentioned which the candidate should have to improve their chances of being chosen.

Job Application Form

A job application form is what the employer needs in order to know all the relevant information about the candidate and find out whether they are good enough to use within the organisation if hired. This will make the recruitment process much simpler because they will already have an idea of what I am like, what my skills and qualifications are, and my previous experience at work, so the questions asked will relate to what they instantly know. The application I was given was very helpful, as it not only gave me the opportunity to explain all about myself, but provided detail about the organisation such as health and laws, and any questions I wanted to ask questions to assist store improvement e.g. 'Where was position advertised?' This displayed questions which consider everyone, referring back to equal opportunities and they all connected to what the criteria has set out for candidates, improving the selection process with the amount of detail.

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