

Human Resources Management – Ordinary Level

Barry Ronan is the M.D. of Ronan Design Ltd. Main Street, Letterkenny, Co. Donegal. He needs to recruit a new employee (a CAD operator with design experience). He decides to advertise the job vacancy in the local newspaper requesting a letter of application and curriculum vitae (C.V.) from each applicant. The closing date for applications is 21st July 2002.

(a) Draft a suitable newspaper 'advertisement' for the vacancy in Ronan Design Ltd.

(20m) (LCOL 2002)

Marks: 4 points @ 5 marks each

A SAMPLE ANSWER:

- Wanted: a CAD operator with Design experience
- Send a letter of application and CV to:
Mr. Barry Ronan, M.D., Ronan Design Ltd.,
Main Street, Letterkenny, Co. Donegal
Closing date for applications is 21st July 2002

(b) Draft a 'letter of application' to Ronan Design Ltd. applying for the position advertised. (20m)

Marks:

- structure of letter 10 marks (5 x 2 marks)
- content (correct job title, 'CV enclosed') 2 x 5 marks

A SAMPLE ANSWER:

1 Main Street,
Sligo
12th June 2002

Mr. Barry Ronan,
Managing Director,
Ronan Design Ltd.,
Letterkenny,
Co. Donegal

Re: CAD Operator with Design Experience

Dear Mr. Ronan,

I wish to apply for the above position as advertised in the newspaper.

I enclose my CV, in which you can see that I have five years design experience as a CAD operator. I am available for interview at your convenience and, if selected, could start with you after a month's notice.

Yours sincerely,

John Murphy
JOHN MURPHY

(c) Outline the importance of the recruitment and selection to Ronan Design Ltd. (10m)

Marks: 2 points @ 5 marks each.

A SAMPLE ANSWER:

Recruitment and selection allows Ronan Design Ltd. to get an employee with the right skills and experience to do the work the firm needs done. It helps them to get the best available candidate.