

U1.25 - Print & Cut Flashcards

Cut along the card edges. Each card shows the question on top and the answer underneath.

CARD 1

What is the employment cycle?

The journey of an employee from the business identifying a staffing need through to the employee leaving.

CARD 2

What are the four phases of the employment cycle?

Acquisition, Development, Maintenance and Separation.

CARD 3

What is acquisition?

Planning for staff, then attracting and selecting the right people to fill roles.

CARD 4

Why is effective acquisition important?

It can reduce underperformance, unnecessary training costs, workplace conflict and staff turnover.

CARD 5

What are staffing needs?

The number and type of employees a business requires to complete its work effectively, either now or in the future.

CARD 6

What is job analysis?

Identifying a job's tasks, duties, responsibilities, skills, qualifications and reporting relationships.

CARD 7

What is job design?

Organising the tasks and responsibilities within a role.

CARD 8

What is a job description?

A written document outlining the duties, responsibilities, conditions, reporting lines and expectations of a job.

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CARD 9

What is recruitment?

The process of attracting a pool of suitable applicants for a vacant position.

CARD 10

What is internal recruitment?

Filling a vacancy by promoting or transferring an existing employee.

CARD 11

What are the advantages of internal recruitment?

It is faster and cheaper, staff know the business, it can improve motivation and their performance history is known.

CARD 12

What are the disadvantages of internal recruitment?

Smaller candidate pool, possible resentment, fewer new ideas and another internal skill gap may be created.

CARD 13

What is external recruitment?

Attracting applicants from outside the business.

CARD 14

What are the advantages of external recruitment?

Larger candidate pool, new skills and ideas, access to specialists and support for change.

CARD 15

What are the disadvantages of external recruitment?

It can cost more and take longer, performance is less certain and induction may take longer.

CARD 16

What is selection?

Assessing applicants to identify the person who best matches the job requirements and business needs.

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CARD 17

What are the five main stages of selection?

Screening, interviews, testing, reference checks, and job offer/employment contract.

CARD 18

What is development?

Building employee skills, knowledge and confidence through induction and ongoing training.

CARD 19

What is induction?

Introducing a new employee to the business, their role and the workplace environment.

CARD 20

Why is induction important?

It helps employees understand expectations, systems and safety requirements, reducing early mistakes and stress.

CARD 21

What is training?

Developing the knowledge and skills employees need to perform effectively, safely and confidently.

CARD 22

When may training be needed?

When starting a role, after promotion, to improve performance, or when technology, processes or safety rules change.

CARD 23

What can effective training lead to?

Higher productivity, fewer mistakes, improved safety, adaptation to change and better customer service.

CARD 24

What is on-the-job training?

Learning while performing the actual job using real tasks and equipment.

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CARD 25

What are the advantages of on-the-job training?

Practical, directly relevant, uses real equipment and is usually less expensive.

CARD 26

What are the disadvantages of on-the-job training?

Mistakes may affect operations, quality depends on the trainer and experienced staff may be slowed down.

CARD 27

What is off-the-job training?

Training completed away from normal work so the employee can focus on learning.

CARD 28

What are the advantages of off-the-job training?

No direct risk to production, specialist trainers can be used and employees can focus fully on learning.

CARD 29

What are the disadvantages of off-the-job training?

Higher cost, skills may not perfectly match the workplace and employees are away from productive work.

CARD 30

What is maintenance?

Supporting, rewarding and managing employees so they remain employed, motivated and productive.

CARD 31

What is an agreement?

Broader workplace conditions covering pay, entitlements and conditions that may apply to a group of employees.

CARD 32

What is a contract?

The specific employment arrangement and terms applying to one individual employee.

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CARD 33

What is the easiest difference between agreements and contracts?

Agreement = broader group conditions. Contract = specific terms for one employee.

CARD 34

What is performance management?

Monitoring, reviewing and improving employee performance so business expectations continue to be met.

CARD 35

What is an appraisal?

A formal review of an employee's work performance.

CARD 36

What are monetary rewards?

Financial rewards such as pay rises, bonuses, commission and cash incentives.

CARD 37

What are non-monetary rewards?

Recognition or benefits such as praise, flexibility, autonomy and professional development.

CARD 38

What are the four main forms of separation?

Retirement, resignation, retrenchment and dismissal.

CARD 39

What is retirement?

Voluntary separation where an employee chooses to permanently leave the workforce.

CARD 40

What is resignation?

Voluntary separation where an employee chooses to leave their current position.

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CARD 41

What is retrenchment?

Involuntary separation where a role is no longer required by the business rather than because of employee performance.

CARD 42

What is dismissal?

Involuntary separation where the employer terminates employment because of misconduct, underperformance or workplace rule breaches.

CARD 43

What is the key difference between retrenchment and dismissal?

Retrenchment relates to the role no longer being needed; dismissal relates to employee performance or behaviour.