



Updating for Business

An MSC Open Tech sponsored project

Personnel Administration within the Office

A Workbook designed for use with

**Managing the Office, Element 7: Personnel Administration
within the Office**

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Managing the Office

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Workbook Objectives

When you have worked through this Workbook you will be able to:

- list and design the forms required for personnel administration
- describe the advantages of using formal procedures rather than *ad hoc* arrangements
- describe each step in the recruitment process
- state which forms are required for each stage
- prepare job descriptions and employee specifications
- describe the main features of the employment interview
- outline the main aspects of employment upon which recent legislation has had an impact
- refer to sources of information that will answer your questions regarding employment law
- list some of the ways in which people may end their employment and describe the administrative procedures the office manager should follow in each case
- explain what is meant by appraisal, list its aims and benefits, and describe an appraisal procedure

Throughout this Workbook, you will see that each Activity is accompanied by a symbol.




denotes a *reflective activity*, in which you are asked to think for a few minutes about a particular subject, to focus on or reinforce what you have just been reading, and perhaps jot down some notes, before going on to the next piece of work.



denotes an activity for which a specific *written answer* is required, the answer to which you will find at the back of the book.

The times given are approximate, and for your guidance only.

If you are reading this Workbook as part of your study for the Open BTEC programme, the symbol  indicates points at which you should return to the Learning Sequence in the accompanying Study Guide before proceeding.