

BUS10 Making human resource decisions



Personal learning checklist | 1 of 2

GCSE Edexcel Business 1BS0 | Theme 2 / Paper 2

Name _____ Class _____ Date _____

Tick one box for each statement. Red: need help. Amber: partly confident.
Green: can do independently.

I can	Red	Amber	Green
Structure and communication			
Interpret organisational charts using hierarchy, chain of command and span of control.	☐	☐	☐
Compare tall and flat structures using supervision, costs, communication and responsibility.	☐	☐	☐
Compare centralisation and decentralisation and distinguish decision authority from organisational shape.	☐	☐	☐
Explain effective communication and barriers, including channel choice, clarity and information overload.	☐	☐	☐
Compare part-time, full-time, flexible, permanent, temporary, freelance and remote working arrangements.	☐	☐	☐
Recruitment			
Explain directors', managers', supervisors', operational and support staff roles.	☐	☐	☐
Distinguish job descriptions and person specifications and explain application forms, CVs and selection methods.	☐	☐	☐
Compare internal and external recruitment using skills, costs, motivation and the candidate pool.	☐	☐	☐
Justify fair recruitment and selection using the role's requirements and business needs.	☐	☐	☐

My next revision priority _____

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I can	Red	Amber	Green
Training and development			
Compare formal, informal and self-directed learning using consistency, flexibility, costs and risks.	☐	☐	☐
Explain ongoing training, retraining, targets and performance reviews in employee development.	☐	☐	☐
Evaluate training using costs, competence, productivity, quality, motivation and retention.	☐	☐	☐
Motivation			
Explain motivation's effects on recruitment, retention, productivity and performance.	☐	☐	☐
Compare remuneration, bonuses, commission, promotion and fringe benefits for different employees.	☐	☐	☐
Calculate commission and total pay using stated sales percentages and basic pay.	☐	☐	☐
Compare job rotation, enrichment and autonomy and explain the skills and support each needs.	☐	☐	☐
Justify motivation methods using employee needs, job roles, costs and unintended consequences.	☐	☐	☐

My next revision priority _____