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**Unit 7: Support the Recruitment, Selection and Induction of Staff**

Unit of Competency – BSBHRM405

Performance Evidence

**Workplace Assessment**

**There are 4 Parts to this assessment**.

Part 1 is to be completed after finishing Topic 1 “Plan for recruitment”,

Part 2 is to be completed after finishing Topic 2 “Plan for selection”,

Part 3 is to be completed after finishing Topic 3 “Support selection process”,

Part 4 is to be completed after finishing Topic 4 “Induct successful candidate”.

**Part 1 – Plan for Recruitment**

**ASSESSMENT INSTRUCTIONS**

You should have now read the content and completed the short answer questions for the first topic *‘*Plan for recruitment*.*

In this part you are required to complete Step 1 - 3.

**Step 1 - Identify Need for Recruitment**

Identify a position that needs filling within your team, department or organisation. Then prepare a Business Case to justify a recruitment project and gain approval to move ahead with it. By answering the questions below you will be able to communicate to your stakeholders about the Recruitment need.

**Question 1**

What is the position you wish to fill? (Job Title / Role)

**Your Response:**

**Question 2**

Who does this position report to? (Name / Position)

**Your Response:**

**Question 3**

Why do you wish to fill this position? (200-300 words). Consider Why, What, How and When.

**Your Response:**

**Question 4**

Who are the key stakeholders? (internal and external)

**Your Response:**

**Question 5**

Who needs to approve this position? (name and title).

**Your Response:**

**Question 6**

What are the timeframes for recruiting this position?

**Your Response:**

**Step 2 - Position Description**

|  |  |
| --- | --- |
| **Job Title:** |  |
| **Classification** |  |
| **Faculty:** |  |
| **Responsible to:** |  |
| **Main Responsibilities:** |  |
| **Essential Qualifications:** |  |
| **Desirable Qualifications:** |  |
| **Salary/ Conditions:** |  |
| **Award/Agreement:** |  |

**Step 3 - Key Performance Indicators (KPIs)**

List 6 Key Performance Indicators that the person should possess in order to competently perform in the position.

|  |  |
| --- | --- |
| **KPI 1** | **Description** |
|  |  |
| **KPI 2** | **Description** |
|  |  |
| **KPI 3** | **Description** |
|  |  |
| **KPI 4** | **Description** |
|  |  |
| **KPI 5** | **Description** |
|  |  |
| **KPI 6** | **Description** |
|  |  |

*Please return online and continue with Topic 2 – Plan for selection.*

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**Part 2 – Plan for Selection**

**ASSESSMENT INSTRUCTIONS**

You should have now read the content and completed the short answer questions for the second topic *‘*Plan for selection*.*

In this part you are required to complete Step 1 - 5.

**Step 1 - Advertise Role**

**Activity 1**

In the space below create a job advertisement for this role. Make sure you include why your organisation is a desirable workplace.

**Question 1**

List below 3 channels you will use to advertise the job

**Your Response:**

**Question 2**

Who needs to approve this ad?

**Your Response:**

**Step 2 – Plan Selection**

**Question 1**

Which recruitment option (or combination) best meets the needs of your department and organisation? (200 words)

**Your Response:**

**Question 2**

If you chose Panel Interview, list who will sit on your Panel (list name and job title) and explain what their role will be

**Your Response:**

**Question 3**

What criteria will you use to shortlist your applicants? You may consider current skills, qualifications etc.

**Your Response:**

**Step 3 - Scheduling Interviews**

For this part of the assessment you will be required to schedule some interviews. We have provided two blank templates, please insert more if required

**Candidate 1 *(do not use real names)***

|  |  |
| --- | --- |
| Candidate Name: |  |
| Job Title: |  |
| Date of Interview: |  |
| Time of Interview: |  |
| Location of Interview: |  |

**Checklist:**

|  |  |
| --- | --- |
| Phone Screen | Y/N |
| Time Confirmed with Panel | Y/N |
| Time Confirmed with Candidate | Y/N |
| Informed of what they should bring | Y/N |
| Informed of logistics Parking / Public Transport | Y/N |
| Confirmation sent by email | Y/N |
| Meeting Room Booked | Y/N |
| Panel reviewed Resume & Cover Letter | Y/N |
| Panel briefed on their roles | Y/N |

**Candidate 2 *(do not use real names)***

|  |  |
| --- | --- |
| Candidate Name: |  |
| Job Title: |  |
| Date of Interview: |  |
| Time of Interview: |  |
| Location of Interview: |  |

**Checklist:**

|  |  |
| --- | --- |
| Phone Screen | Y/N |
| Time Confirmed with Panel | Y/N |
| Time Confirmed with Candidate | Y/N |
| Informed of what they should bring | Y/N |
| Informed of logistics Parking / Public Transport | Y/N |
| Confirmation sent by email | Y/N |
| Meeting Room Booked | Y/N |
| Panel reviewed Resume & Cover Letter | Y/N |
| Panel briefed on their roles | Y/N |

**Step 4 – Key Selection Criteria (KSC)**

The KPI’s you identified in Part 1 can also be used as your key selection criteria (KSC) in your interview.

Consult with the relevant stakeholders and panel members to consider types of questions you could prepare. Then provide an interview plan with two open-ended behavioural questions for each of the 6 Key Performance Indicators (KPI’s) from your position description. Consider legislative requirements – what you can and cannot ask.

|  |  |
| --- | --- |
|  | **Question:** |
| **KPI 1 –** | |
| Q1 |  |
| Q2 |  |
| **KPI 2 –** | |
| Q1 |  |
| Q2 |  |
| **KPI 3 –** | |
| Q1 |  |
| Q2 |  |
| **KPI 4 –** | |
| Q1 |  |
| Q2 |  |
| **KPI 5 –** | |
| Q1 |  |
| Q2 |  |
| **KPI 6 –** | |
| Q1 |  |
| Q2 |  |

*Please return online and continue with Topic 3* – Support selection process*.*

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**Part 3 – Conduct an Interview & Referee Check**

**ASSESSMENT INSTRUCTIONS**

You should have now read the content and completed the short answer questions for the third topic *‘*Support selection process’*.*

In this Part, you are required to complete Steps 1 - 4

**Step 1 – Conduct Interview**

Take part in an interview back at work.

*Please note, if you are not in a position to conduct an interview and referee check please contact you online coach to set up a time for a ‘simulated interview’.*

**Step 2 – Review**

Once you have conduction the interview answer the following questions:

**Question 1**

Please write down your personal observations about the suitability of the candidate and discuss the pros and cons with your manager and/or panel members.

**Your Response:**

**Question 2**

Negotiate the decision making process and decide if you will appoint a person to the position of continue with the recruitment and selection process.

**Your Response:**

**Step 3 – Referee Check**

We also ask that you complete a referee check for one of the candidates and complete the referee check below.

Applicant’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Referee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Company: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Interviewer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*All information provided in the reference check will be treated as confidential.*

|  |  |
| --- | --- |
| **Questions** | **Comments** |
| Confirm employment details |  |
| Confirm major responsibilities |  |
| Reason for leaving? |  |
| How would you rate their quality of work? |  |
| How did they handle the quantity of work? |  |
| Would you give me an example of any special project/tasks where they demonstrated initiative? |  |
| Can they work with minimal supervision? |  |
| How quickly did they pick up new tasks? |  |
| What are their strengths? |  |
| What are their weaknesses? |  |
| How well did they handle stress/pressure? |  |
| How would you describe them as a team player? |  |
| Would you describe their interpersonal skills (ability to communicate with a diversity of staff)? |  |
| As their manager, what would I need to do to support them in order to ensure they were successful in this role? |  |
| Are there any problems a future employer might need to be aware of? |  |
| Would you re-employ this person? |  |
| Probe any other areas specific to the selection criteria for this position … |  |

**Step 4 – Communication to Candidates**

*Once a successful candidate has been chosen it is important that we communicate this to both the successful applicant and the unsuccessful applicants.*

**When submitting this workbook please include**

* a copy of communication sent to the candidate who was successful
* a copy of communication sent to candidates who were unsuccessful

*Please return online and continue with Topic 4* – *Induct successful candidate.*

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**Part 4 – Induction Plan**

**ASSESSMENT INSTRUCTIONS**

You should have now read the content and completed the short answer questions for the fourth topic *‘*Induct successful candidate’*.*

In this part you are required to complete Steps 1 and 2.

**Step 1 - Induction Plan**

You have chosen a candidate for the position now create an induction program for the new staff member in their first two weeks.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Day** | **Activity** | **Time/Location** | **Contact** | **Other Info** |
|  |  |  |  |  |
|  |  |  |  |  |
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|  |  |  |  |  |
|  |  |  |  |  |

You will need to advise all of the key stakeholders of the starting arrangement and induction process for the new staff member. You will need to advise

* HR and Payroll
* Your Manager
* Your Team
* Other stakeholders

**Question 1**

When and how did you communicate this to the above stakeholders?

**Your Response:**

**Step 2 - Manager’s Sign Off**

Once you have completed all the above meet with your manager to gain feedback and get sign off for this Unit. *Please note, your manager must provide written feedback in the space below*

If you are unable to meet with your manager there are 2 other options available for sign off:

1. Attend a Proteus Implementation Day
2. Arrange an appointment with your Proteus Coach

|  |  |  |
| --- | --- | --- |
| **Support the recruitment, selection and induction of staff – Workplace Assessment** | **Yes** | **No** |
| Did the student prepare a job description? |  |  |
| Did the student use job descriptions to support sourcing, selecting and appointing suitable staff? |  |  |
| Did the student use different advertising channels to promote vacancies and/or establish a potential talent pool? |  |  |
| Did the student consult with managers to gain approvals? |  |  |
| Did the student develop selection criteria and interview questions in consultation with relevant personnel? |  |  |
| Did the student schedule interviews and advise relevant people of times, dates and venues? |  |  |
| Did the student participate in interviews and other selection techniques including assessing candidates against selection criteria to short list them? |  |  |
| Did the student obtain referees' reports? |  |  |
| Did the student prepare and distribute a selection report including feedback to give unsuccessful candidates? |  |  |
| Did the student advise unsuccessful candidates of the results? |  |  |
| Did the student secure preferred candidate’s agreement and provide an employment contract? |  |  |
| Did the student advise other staff of the successful candidate and arrange induction? |  |  |
| **Feedback – Skills Performance** |  |  |
| What feedback can you give you the staff member regarding the standard of their performance in these skills listed above? (50-100 words). Please consider areas of success and areas of development. | | |

**Managers Name:**

**Managers Job Title:**

**Managers Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date:**

**ASSESSMENT INSTRUCTIONS**

This is the end of the Workplace Assessment.

Please now go online to the topic menu for ‘Unit 7 – Support the recruitment, selection d induction of staff’ and click on the box **‘Workplace Assessment’** to submit your Workplace Assessment.

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**Grading and Feedback.**

Feedback will be provided for each question through the Online Learning System. You will receive an email notification of feedback being posted.

If there are any required changes you will be given an opportunity to resubmit.

Proteus Leadership – 1300 219 903 – [online@proteusleadership.com](mailto:online@proteusleadership.com)

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