

This unit describes the performance outcomes, skills and knowledge required to execute tasks associated with the recruitment cycle.

Designed for: This unit applies to individuals with a role in recruitment, selection and induction functions who work under the direction of a human resources manager.

It is not assumed that the individuals addressed by this unit have staff who report to them, although this may be the case. Performance of the work described in this unit will be underpinned by in depth knowledge of the work of the organisation, and how recruitment and selection practices fit with other human resource functions.

Duration: 1 day

Elements of Competency and Performance Criteria

Determine job descriptions

- Clarify time lines and requirement for appointment
- Assist with preparation of job descriptions which accurately reflect the role requirements in accordance with organisational procedures and legislation, codes and national standards and occupational health and safety(OHS) considerations
- Consult with relevant personnel about job descriptions
- Ensure that job descriptions do not contravene legislative requirements
- Obtain approvals to advertise position

Plan for selection

- Advertise vacancies for staffing requirements in accordance with organisational policies and procedures
- Consult with relevant personnel to convene selection panel and to develop interview questions
- Short list applicants
- Ensure that interview questions do not breach legislative requirements
- Schedule interviews and advise relevant personnel of times, dates and venues

Assess and select applicants

- Participate in interview process and assess candidates against agreed selection criteria
- Discuss assessment with other selection panel members
- Correct any biases or deviations from agreed procedures and negotiate for preferred candidate
- Contact referees for referee reports
- Prepare selection report and make recommendations to senior personnel for appointment
- Advise unsuccessful candidates of outcomes and respond to any queries
- Complete all necessary documentation in accordance with organisational procedures
- Secure agreement of preferred candidate

Appoint and induct successful candidates

- Provide successful candidate with employment contract and other documentation
- Advise managers and staff of starting date and make necessary administrative arrangements for pay and employee record keeping
- Advise manager and work team of new appointment
- Arrange induction in accordance with organisational policy



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