



# Recruitment and Selection (full day)

## Course Outline

This course is designed to give participants a sound pragmatic understanding of the responsibilities of a panel member to enable them to conduct effective and compliant selection processes which result in the appointment of suitably skilled applicants

In this course participants will gain a full understanding of the selection process as mandated by the Public Sector Commission and their roles and responsibilities as recruitment panel members

### Content modules:

- Understanding the panel's obligations and requirements under the PSC standard and related departmental policies and procedures
- Panel member roles and responsibilities
- Process confidentiality – what it is and what you can say
- Understanding of the whole recruitment process from JDF, advertising, shortlisting, interviewing, referee reports, documentation/selection report, notification through to the provision of feedback
- Understanding the different types of merit selection processes (pool recruitment, EOI and acting)
- Practical review of written applications
- Interview set up, considerations and rescheduling
- Scoring systems – how they are applied and

how to gain consensus

- Assessment methods including- developing questions, probe questions, practical assessments, scenarios, presentation, work tasks and other tools
- Assessment tools – shortlisting and interview matrices
- Assessing against criteria vs. assessing against questions vs. assessing for “cultural fit”
- Understanding the breach process

### Learning outcomes:

- A well-rounded knowledge of all the facets and obligations which recruitment panels need in line with the PSC standards and guidelines

### Learning styles:

- Seminar/workshop
- Group participation
- Small group practical exercises
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*"Your professionalism and organization has been absolutely awesome. Love it...!"*

*"[The presenter] was very knowledgeable and a good speaker."*

*"The course provider was very clear, helpful and delivered very valuable advice."*

*"What I enjoyed most about the session was how the presenter involved those present with activities and group discussion."*