

H. R Managers Course

Recruitment & Selection

Recruitment & Selection

A recent U.N World Public Sector report highlights a merit-oriented career based civil service as a KEY FACTOR in public sector performance.

China's 10th 5 year plan gave emphasis to improving recruitment & training for civil servants.

Recruitment & Selection

- **Recruitment** attracting suitable candidates to the organisation
- **Selection** evaluating candidates to choose the best applicant for the job

Recruitment & Selection

Some Principles

Openness & transparency

- Process is clear at all stages
- Process can be monitored
- Equal opportunities are respected

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Appointment on merit

- Appointment decisions can be justified
- All applicants are judged on the same criteria
- Criteria is published in advance

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Non – Discrimination

- Procedures do not discriminate on any grounds
- Employment law is respected
- Process is monitored

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Role of the HR department

Main issues

- **Legal-** legal framework, labour law, regulations
- **Ethical** – principle of fairness avoid discrimination
- **Business** – ensure those recruited can achieve organisations goals

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Key roles

- Developing policy
- Understanding the legal framework
- Administrative control of the process
- Monitoring
- Support for candidates and recruitment panels
- Involvement in any appeals process

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Main tasks for HR

- Confirming authorisation of vacancy
- Agreeing the conditions
- Advertising the vacancy – internal / external
- Receiving applications
- Agreeing any sifting instructions
- Arranging interviews – panels, candidates logistics
- Post election checks and procedures
- Overview of appeals

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Some best practice controls

- Any sifting done by a different panel
- Sift criteria published in advance and applications are anonymous
- All interview panels receive training and guidance
- Application process is controlled – time limits respected
- All notifications to candidates are issued promptly

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“Person Specification”

- Commonly used technique to define the “ideal” candidate
- Summary of the necessary knowledge, skills, academic or other qualifications & personal attributes
- Considers what is **essential, important & desirable** in the candidate