

Recruitment and Selection Panel training

Selection panel training provides participants with a contemporary knowledge of recruitment and selection procedures as well as skills in designing recruitment and selection strategy.

Who is it for?

All staff who currently or will, in future, participate on selection panels.

Why is it important

Recruitment and selection (R&S) can be difficult particularly where participation on selection panels is not a regular activity. There are many considerations, guidelines change, and practices can differ from one panel to the next. Procedural awareness needs to be sound especially as selection panels act on behalf of the CEO.

R&S is not just a process. What is often overlooked is the importance of designing an attraction and selection strategy that is effective. As well as procedural compliance, it is equally important that panels get selection decisions right!

Topics covered

R&S procedures

- The importance of governance
- Overview of recent legislative, Directive or local policy changes (if relevant)
- Options for filling a vacancy (ie deployment, casual, temporary and permanent recruitment options)
- Advertising options and procedures
- Panel protocols
- Managing personal knowledge & conflict of interest
- Shortlisting and assessment procedures (weighting and rating scales, individual and moderated scoring)
- Reference checks
- Selection report requirements
- Feedback

R&S strategy

Through a range of structured activities and discussion participants will explore the common pitfalls and issues that arise in R&S. Practical activities can cover any or all of the following:

- Managing EEO and anti-discrimination
- Attracting the right applicants (writing role descriptions and advertisements)
- Choosing the right assessment tools
- Questioning techniques (behavioural, knowledge based, scenario questions etc)
- Designing an assessment strategy/creating a piece of assessment
- Developing benchmarks
- Interview planning and protocols
- Scoreless assessment process
- Writing a comparative statement

Delivery

The face to face training is best suited to small groups (minimum 6 and up to 18 participants). As a guide, the R&S procedures module is generally 2-3 hours' duration, with the trainer adopting a discussion based approach to introduce local policy and procedures. The R&S strategy module is a 3-4 hour interactive session where participants work through practical activities and scenarios. These modules can be run independently or as a combined program. Alternatively, procedures and strategy training can be combined and delivered in a 3 hour session. This format is suitable as refresher training or where participants have a degree of panel experience and familiarity with procedures.

How do I find out more?

Please contact Managers, Workforce Strategy:

Leonie.Jones@caa.qld.gov.au (3003 2328); or

Tina.Treffeletti@caa.qld.gov.au (3003 2370).