



**Australian Government**

# **BSBHRM405A Support the recruitment, selection and induction of staff**

**Release 1**

## BSBHRM405A Support the recruitment, selection and induction of staff

### Modification History

Release	Comments
Release 1	<p>This version first released with <i>BSB07 Business Services Training Package Version 8.0</i>.</p> <p>Replaces BSBHRM402A Recruit, select and induct staff.</p>

### Unit Descriptor

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

### Application of the Unit

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

Individuals at this level would not necessarily have staff reporting to them, although this may be the case.

### Licensing/Regulatory Information

No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.

### Pre-Requisites

Not applicable.

### Employability Skills Information

This unit contains employability skills.

## Elements and Performance Criteria Pre-Content

Element	Performance Criteria
<i>Elements describe the essential outcomes of a unit of competency.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.</i>

## Elements and Performance Criteria

1. Plan for recruitment	<p>1.1 Obtain approval to fill position and clarify time lines and requirement for appointment</p> <p>1.2 Assist in preparing <i>job descriptions</i> that accurately reflect the role requirements, according to organisational <i>policies</i> and procedures and <i>legislation, codes, national standards</i> and <i>workplace health and safety (WHS) considerations</i></p> <p>1.3 Consult with relevant personnel about job descriptions and <i>workforce strategy</i></p> <p>1.4 Assist in ensuring that job descriptions comply with legislative requirements and reflect the organisation's requirements for a diverse workforce</p> <p>1.5 Obtain approvals to advertise position</p>
2. Plan for selection	<p>2.1 Choose appropriate <i>channels and technology</i> to advertise vacancies and/or identify potential talent pool</p> <p>2.2 Advertise vacancies for <i>staffing requirements</i> according to organisational policies and procedures</p> <p>2.3 Consult with relevant personnel to convene selection panel and develop interview questions</p> <p>2.4 Assist in ensuring that interview questions comply with legislative requirements</p> <p>2.5 Assist in short-listing applicants</p> <p>2.6 Schedule interviews and advise relevant people of times, dates and venues</p>
3. Support selection process	<p>3.1 Participate in interview process and assess candidates against agreed selection criteria</p> <p>3.2 Discuss assessment with other selection panel members</p> <p>3.3 Correct biases and deviations from agreed procedures and negotiate for preferred candidate</p> <p>3.4 Contact referees for referee reports</p> <p>3.5 Prepare selection report and make recommendations to senior personnel for appointment</p> <p>3.6 Advise unsuccessful candidates of outcomes and respond to any queries</p> <p>3.7 Secure preferred candidate's agreement</p> <p>3.8 Complete necessary documentation according to organisational procedures, observing confidentiality and privacy requirements</p>

4. Induct successful candidate	<p>4.1 Provide successful candidate with employment contract and other documentation</p> <p>4.2 Advise manager and work team of new appointment</p> <p>4.3 Advise managers and staff of candidate's starting date and make necessary administrative arrangements for pay and employee record keeping</p> <p>4.4 Arrange successful candidate's <i>induction</i> according to organisational policy</p>
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## Required Skills and Knowledge

*This section describes the skills and knowledge required for this unit.*

### Required skills

- communication skills to:
  - use networks to source suitable applicants
  - actively listen to what is being said in interviews
  - advise on the outcomes of the selection process
  - support line managers in recruitment and selection functions
- literacy skills to:
  - work with job descriptions to devise suitable questions for interviews
  - make job offers and prepare letters for unsuccessful applicants
  - review legislation to ensure requirements are reflected in job descriptions
- organising and scheduling skills to arrange interviews and venues
- technology skills to:
  - advertise jobs
  - communicate with applicants and new appointments
  - maintain information in the human resources information system.

### Required knowledge

- documentation required for recruitment, selection and induction
- human resources functions, human resources life cycle and the place of recruitment and selection in that life cycle
- principles of equity and diversity and relevant legislation
- range of interviewing techniques and other selection processes and their application.

## Evidence Guide

*The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.*

<b>Overview of assessment</b>	
<b>Critical aspects for assessment and evidence required to demonstrate competency in this unit</b>	<p>Evidence of the ability to:</p> <ul style="list-style-type: none"> <li>• work with job descriptions to support sourcing, selecting and appointing suitable staff</li> <li>• participate in interviews and other selection techniques, and demonstrate awareness of EEO and anti-discrimination requirements</li> <li>• use different advertising channels to promote vacancies and/or establish a potential talent pool.</li> </ul>
<b>Context of and specific resources for assessment</b>	<p>Assessment must ensure:</p> <ul style="list-style-type: none"> <li>• access to an appropriate range of documentation and resources normally used in the workplace.</li> </ul>
<b>Method of assessment</b>	<p>A range of assessment methods should be used to assess practical skills and knowledge. The following examples are appropriate for this unit:</p> <ul style="list-style-type: none"> <li>• analysis of responses to case studies and scenarios</li> <li>• assessment of reports on recruitment and selection</li> <li>• demonstration of selection techniques</li> <li>• direct questioning combined with review of portfolios of evidence and third-party workplace reports of on-the-job performance by the candidate</li> <li>• observation of interviewing techniques</li> <li>• review of job description and advertisements for staffing vacancies</li> <li>• review of documentation provided to successful candidate</li> <li>• oral or written questioning to assess knowledge of selection processes.</li> </ul>
<b>Guidance information for assessment</b>	<p>Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended, for example:</p> <ul style="list-style-type: none"> <li>• other units from the Certificate IV in Human Resources.</li> </ul>



## Range Statement

*The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.*

<b><i>Job descriptions</i></b> may include:	<ul style="list-style-type: none"> <li>• attributes</li> <li>• competencies required by staff</li> <li>• job or person specifications</li> <li>• job title and purpose of position</li> <li>• necessary skills and knowledge</li> <li>• required qualifications</li> <li>• selection criteria</li> <li>• tasks or duties associated with the position.</li> </ul>
<b><i>Policies</i></b> may include:	<ul style="list-style-type: none"> <li>• anti-discrimination</li> <li>• diversity</li> <li>• equal employment opportunity (EEO)</li> <li>• privacy and confidentiality.</li> </ul>
<b><i>Legislation, codes and national standards</i></b> may include:	<ul style="list-style-type: none"> <li>• award and enterprise agreements, and relevant industrial instruments</li> <li>• relevant industry codes of practice</li> <li>• relevant legislation from all levels of government that affects business operation, especially in regard to WHS and environmental issues, EEO, industrial relations and anti-discrimination.</li> </ul>
<b><i>Workplace health and safety considerations</i></b> may include:	<ul style="list-style-type: none"> <li>• establishing and maintaining WHS training, records and induction processes</li> <li>• performance against WHS legislation and organisation's WHS system, especially policies, procedures and work instructions.</li> </ul>
<b><i>Workforce strategies</i></b> may include:	<ul style="list-style-type: none"> <li>• targets for specific groups to ensure workforce diversity in, for example: <ul style="list-style-type: none"> <li>• age</li> <li>• ethnicity</li> <li>• experience</li> <li>• gender</li> <li>• other forms of differences, such as learning styles, personality types, working styles, etc.</li> </ul> </li> <li>• targets for specific qualifications, capabilities or attributes</li> <li>• recruiting for new strategic directions.</li> </ul>
<b><i>Channels and</i></b>	<ul style="list-style-type: none"> <li>• government job search agencies</li> </ul>



<b><i>technology</i></b> may include:	<ul style="list-style-type: none"><li>• industry-specific websites and journals</li><li>• internal communications, such as newsletters, intranet and emails</li><li>• newspaper advertisements</li><li>• recruitment agencies</li><li>• recruitment websites</li><li>• social media sites.</li></ul>
<b><i>Staffing requirements</i></b> may include:	<ul style="list-style-type: none"><li>• casual, permanent or temporary</li><li>• full-time or part-time.</li></ul>
<b><i>Induction</i></b> may include:	<ul style="list-style-type: none"><li>• initial orientation of new employee</li><li>• initial training of new employee to meet the requirements of the position.</li></ul>

## Unit Sector(s)

Workforce Development – Human Resource Management