



Australian Government

Assessment Requirements for BSBSMB417 Recruit staff

Release: 1

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Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 2.0.

Performance Evidence

Evidence of the ability to:

- calculate staffing requirements
- identify the personal attributes, knowledge and skills required for a particular role
- prepare a job description or position statement
- develop selection criteria and interview questions
- participate in interviews and other selection techniques including assessing candidates against selection criteria to short-list them
- obtain referees' reports
- advise unsuccessful candidates of the results
- secure preferred candidate's agreement and provide an employment contract
- arrange induction.

Note: If a specific volume or frequency is not stated, then evidence must be provided at least once.

Knowledge Evidence

To complete the unit requirements safely and effectively, the individual must:

- explain the differences between employees and contractors
- outline the components of a job description or position statement
- explain legislation relevant to recruitment, selection and induction of staff for small business
- identify sources of information on conditions of employment, including employee entitlements, awards and agreements
- identify potential strategies for advertising vacancies
- outline external sources of information about candidates
- explain a range of interviewing techniques and other selection processes and their application.

Assessment Conditions

Assessment must be conducted in a safe environment where evidence gathered demonstrates consistent performance of typical activities experienced in the Management and Leadership – Small and Micro Business field of work and include access to:

- workplace policies and procedures
- legislation, regulations, Codes and Standards relevant to staff recruitment, selection and induction
- case studies or, where possible, real situations
- interaction with others.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10>