BSBSMB417 Recruit staff

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Modification History

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

Application

This unit describes the skills and knowledge required to prepare a job description and recruit new staff to meet business needs.

It applies to individuals who run a small business that operates independently, or as part of a larger organisation. They have responsibility for defining future personnel requirements, determining job specifications, evaluating and selecting candidates, and recruiting staff.

Unit Sector

Management and Leadership – Small and Micro Business

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Plan for future staff requirements.	1.1 Calculate staffing requirements and determine the nature of employment 1.2 Determine the competencies and attitudes required 1.3 Develop a job description or position statement that accurately reflects the requirements of the role and meets legislation, codes, national standards and work health and safety (WHS) obligations 1.4 Consult with other staff where relevant to confirm requirements 1.5 Allocate budget and resources to the recruitment and selection process
2. Conduct a selection process	2.1 Choose an appropriate strategy to advertise vacancies 2.2 Determine if other people will be involved in the selection process and the nature of their input

ELEMENT	PERFORMANCE CRITERIA
	2.3 Decide on the information required from candidate and selection criteria to be applied
	2.4 Assess candidates against selection criteria
	2.5 Short-list candidates and schedule interviews or skills demonstrations if applicable and advise relevant people of times, dates and venues
	2.6 Contact referees for referee reports and investigate external sources of information about the candidate
	2.7 Select the preferred candidate based on information gained
3. Recruit and induct staff	3.1 Secure preferred candidate's agreement
	3.2 Advise unsuccessful candidates of outcomes and respond to any feedback requests
	3.3 Prepare an employment contract covering conditions of employment and other documentation or forms required
	3.4 Arrange for successful candidate's induction into business

Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

Skill	Performance Criteria	Description
Reading	1.1-1.3, 2.4-2.7	• Identifies and analyses complex texts to determine legislative, regulatory and business requirements • Analyses and evaluates a range of textual information to determine staff requirements of the organisation, and suitability of candidates
Writing	1.1-1.4, 2.3, 2.4, 3.1-3.3	• Researches and develops documents that communicate effectively, attracting suitable candidates for available positions, and reflect all applicable legislative and national standards obligations • Creates texts using formats and language appropriate to the audience and context
Oral Communication	1.4, 2.5, 2.6, 3.1, 3.2, 3.4	• Presents information and seeks advice using language appropriate to audience • Participates in discussions using listening and questioning to elicit the views of others and to clarify

		or confirm understanding
Numeracy	1.1, 1.5	• Uses basic numeracy skills to calculate staffing requirements, and resources and budget needed for the recruitment process
Navigate the world of work	1.3, 3.3	• Recognises and adheres to legislative requirements and organisational policies and procedures associated with the recruitment process
Interact with others	1.4, 2.5, 2.6, 3.1, 3.2, 3.4	• Selects and uses appropriate conventions and protocols when communicating with internal stakeholders, as well as candidates and their referees, to seek or share information
Get the work done	1.1-1.3, 1.5, 2.1-2.7, 3.1-3.4	• Plans and organises workload, information, and recruitment that ensures compliance with organisational policies and procedures, national standards and legislative requirements • Uses systematic, analytical processes to define staffing needs, attract suitable candidates and select and recruit appropriate candidates

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
BSBSMB417 Recruit staff	Not applicable	New unit	No equivalent unit

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10