BSBHR402A Recruit and select personnel

Release: 1

BSBHR402A Recruit and select personnel

Modification History

Not applicable.

Unit Descriptor

This unit is based upon WRRPM.2A Recruit and select personnel, endorsed in the National Retail Training Package, but has been customised with additional outcomes. It covers the overall planning of personnel recruitment, writing job descriptions, and recruiting and selecting staff. This role may be carried out by the manager or the task may be delegated to others.
This unit is related to BSBHR506A Manage recruitment, selection and induction processes and BSBHR502 Manage human resource management information systems. Consider co-assessment with BSBHR403A Process human resource documents and inquiries.
This unit is based upon WRRPM.2A Recruit and select personnel, endorsed in the National Retail Training Package, but has been customised with additional outcomes. It covers the overall planning of personnel recruitment, writing job descriptions, and recruiting and selecting staff. This role may be carried out by the manager or the task may be delegated to others.
This unit is related to BSBHR506A Manage recruitment, selection and induction processes and BSBHR502 Manage human resource management information systems. Consider co-assessment with BSBHR403A Process human resource documents and inquiries.

Application of the Unit

Not applicable.

Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Not applicable.

Employability Skills Information

Not applicable.

Elements and Performance Criteria Pre-Content

Not applicable.

Elements and Performance Criteria

Elements and Performance Criteria

Element	Performance Criteria
1 Maintain personnel needs	1.1 Organisational policies in regard to staffing levels are accurately identified
	1.2 Job requirement information is current and accurate
	1.3 Competencies and behaviour required of individuals and teams are clearly identified
	1.4 Relevant groups and individuals are consulted for input on future needs
	1.5 Estimates of staffing needs are supported by appropriate evidence
2 Determine job specifications	2.1 Specifications accurately reflect the role which the appointee will play in relation to the team as a whole
	2.2 The views and requirements of relevant managers and team members are taken into account in developing the specification
	2.3 Specifications are written in a clear, concise manner, and comply with relevant legal requirements and organisational format
	2.4 Specifications are confirmed with appropriate personnel prior to recruitment action in accordance with organisational policy
3 Recruit staff	3.1 Employment vacancies are advertised in accordance with staffing requirements and organisational policy
	3.2 Technology is used as required to aid the recruitment process
	3.3 A selection plan and criteria are developed, based upon job specification and consultation with

			relevant managers
		3.4	Job interviews and employment appraisal tests are organised/conducted in accordance with organisational policy/best practice
4	Assess and select applicants	4.1	Assessment and selection process is conducted in accordance with organisational policy and legal requirements
		4.2	Information obtained from each candidate is judged against specified selection criteria, and any additional influencing factors noted
		4.3	Where difficulty in interpreting the selection criteria exists, or there appears to be a conflict of criteria, advice is clarified with appropriate managers
		4.4	Unintended deviations from agreed procedures are identified and corrected before selection decisions are made
		4.5	Selection report is prepared according to organisational procedures
		4.6	Selection recommendations are communicated to authorised personnel for approval
		4.7	All candidates are promptly and accurately informed of selection decisions, following each stage of the selection process
		4.8	Recommendations for improvements to any aspect of the selection process are communicated promptly to appropriate personnel
		4.9	Selection processes are appropriately documented with sufficient evidence to support the selection decision
		4.10	Induction processes are undertaken in accordance with organisational policy

Required Skills and Knowledge

Not applicable.

Evidence Guide

The Evidence Guide identifies the critical aspects, knowledge and skills to be demonstrated to confirm competence for this unit. This is an integral part of the assessment of competence and should be read in conjunction with the Range Statement.

Critical Aspects of Evidence

The integrated demonstration of all elements and their performance criteria

Working with managers to identify existing and required competencies and attitudes of individuals and teams

Working with managers to develop job specifications to effectively meet the needs of the organisation

Assessing and selecting candidates according to organisational policies and legal requirements

Accurately recording selection processes

Underpinning Knowledge*

* At this level the learner must demonstrate understanding of a broad knowledge base incorporating some theoretical concepts.

Relevant legislation from all levels of government that affects business operation, especially in regard to Occupational Health and Safety and environmental issues, equal opportunity, industrial relations and anti-discrimination

Knowledge of organisational policies, in regard to:

 personnel planning, including current and projected staff numbers

 personnel selection

 recruitment

 induction

Knowledge and understanding of:

 recruitment sourcing methods

 government subsidies/support functions for traineeships

Knowledge of principles and techniques in:

 planning and organising activities

 competency standards

 identifying, defining and assessing competence of individuals

 identifying competence requirements in relation to work demands

 consultation processes

 writing clear accurate job descriptions/specifications

 evaluating information from resumes, letters, references, interviews and aptitude tests against criteria

 checking references and personal documentation

 obtaining information from candidates at interview

 recording details of processes

Underpinning Skills

Literacy skills in regard to researching, analysing and interpreting a broad range of written material, including job descriptions

Interviewing skills to participate in selection interviewing

Active listening skills for ensuring potential employees are provided with all relevant information

Preparing reports after selection processes are complete

Documenting results from selection activities, e.g. competency testing of applicants

Using technology, especially use of the internet for recruitment processes

Ability to relate to people from a range of social, cultural and ethnic backgrounds and physical and mental abilities

Resource Implications

The learner and trainer should have access to appropriate documentation and resources normally used in the workplace

Consistency of Performance

In order to achieve consistency of performance, evidence should be collected over a set period of time which is sufficient to include dealings with an appropriate range and variety of situations

Context/s of Assessment

Competency is demonstrated by performance of all stated criteria, including paying particular attention to the critical aspects and the knowledge and skills elaborated in the Evidence Guide, and within the scope as defined by the Range Statement

Assessment must take account of the endorsed assessment guidelines in the Business Services Training Package

Assessment of performance requirements in this unit should be undertaken in an actual workplace or simulated environment

Assessment should reinforce the integration of the key competencies and the business services common competencies for the particular AQF level. Refer to the Key Competency Levels at the end of this unit

Key Competency Levels

Collecting, **analysing and organising information** (**Level 2**) - to write job descriptions, recruit and select staff

Communicating ideas and information (**Level 2**) - to assist staff selection

Planning and organising activities (**Level 2**) - to plan personnel recruitment

Working with teams and others (**Level 2**) - to assess performance

Using mathematical ideas and techniques (**Level 2**) - to measure performance

Solving problems (**Level 2**) - by identification of staffing needs and job specifications

Using technology (**Level 2**) - to aid communication and record-keeping

Please refer to the Assessment Guidelines for advice on how to use the Key Competencies

The Evidence Guide identifies the critical aspects, knowledge and skills to be demonstrated to confirm competence for this unit. This is an integral part of the assessment of competence and should be read in conjunction with the Range Statement.

Critical Aspects of Evidence

The integrated demonstration of all elements and their performance criteria

Working with managers to identify existing and required competencies and attitudes of individuals and teams

Working with managers to develop job specifications to effectively meet the needs of the organisation

Assessing and selecting candidates according to organisational policies and legal requirements

Accurately recording selection processes

Underpinning Knowledge*

* At this level the learner must demonstrate understanding of a broad knowledge base incorporating some theoretical concepts.

Relevant legislation from all levels of government that affects business operation, especially in regard to Occupational Health and Safety and environmental issues, equal opportunity, industrial relations and anti-discrimination

Knowledge of organisational policies, in regard to:
 personnel planning, including current and projected staff numbers
 personnel selection
 recruitment
 induction

Knowledge and understanding of:
 recruitment sourcing methods
 government subsidies/support functions for traineeships

Knowledge of principles and techniques in:
 planning and organising activities
 competency standards
 identifying, defining and assessing competence of individuals
 identifying competence requirements in relation to work demands
 consultation processes
 writing clear accurate job descriptions/specifications
 evaluating information from resumes, letters, references, interviews and aptitude tests against criteria
 checking references and personal documentation
 obtaining information from candidates at interview
 recording details of processes

Underpinning Skills

Literacy skills in regard to researching, analysing and interpreting a broad range of written material, including job descriptions

Interviewing skills to participate in selection interviewing

Active listening skills for ensuring potential employees are provided with all relevant information

Preparing reports after selection processes are complete

Documenting results from selection activities, e.g. competency testing of applicants

Using technology, especially use of the internet for recruitment processes

Ability to relate to people from a range of social, cultural and ethnic backgrounds and physical and mental abilities

Resource Implications

The learner and trainer should have access to appropriate documentation and resources normally used in the workplace

Consistency of Performance

In order to achieve consistency of performance, evidence should be collected over a set period of time which is sufficient to include dealings with an appropriate range and variety of situations

Context/s of Assessment

Competency is demonstrated by performance of all stated criteria, including paying particular attention to the critical aspects and the knowledge and skills elaborated in the Evidence Guide, and within the scope as defined by the Range Statement

Assessment must take account of the endorsed assessment guidelines in the Business Services Training Package

Assessment of performance requirements in this unit should be undertaken in an actual workplace or simulated environment

Assessment should reinforce the integration of the key competencies and the business services common competencies for the particular AQF level. Refer to the Key Competency Levels at the end of this unit

Key Competency Levels

Collecting, **analysing and organising information** (**Level 2**) - to write job descriptions, recruit and select staff

Communicating ideas and information (**Level 2**) - to assist staff selection

Planning and organising activities (**Level 2**) - to plan personnel recruitment

Working with teams and others (**Level 2**) - to assess performance

Using mathematical ideas and techniques (**Level 2**) - to measure performance

Solving problems (**Level 2**) - by identification of staffing needs and job specifications

Using technology (**Level 2**) - to aid communication and record-keeping

Please refer to the Assessment Guidelines for advice on how to use the Key Competencies

Innovation and Business Skills Australia

Range Statement

The Range Statement provides advice to interpret the scope and context of this unit of competence, allowing for differences between enterprises and workplaces. It relates to the unit as a whole and facilitates holistic assessment. The following variables may be present for this particular unit:

Legislation, **codes and national standards relevant to the workplace which may include**:

award and enterprise agreements and relevant industrial instruments

relevant legislation from all levels of government that affects business operation, especially in regard to Occupational Health and Safety and environmental issues, equal opportunity, industrial relations and anti-discrimination

relevant industry codes of practice

OHS considerations may include:

establishment and maintenance of OHS training, records, induction processes

performance against OHS legislation and organisation's OHS system, especially policies, procedures and work instructions

Relevant groups and individuals include:

all those who have a role in the implementation of policies, procedures or decisions and/or are affected by their implementation

Job specifications may include:

job title and purpose of position

skills and knowledge necessary

competencies required by staff

qualifications

person specifications

Recruitment procedures may be:

delegated to individuals or to specialist personnel

Advertising may include:

internal or external

electronic or print

outsourced

Staffing requirements may include:

permanent, temporary, full-time, part-time or casual

Staff reporting requirements may include:

systems for recording employee relations information

performance against OHS legislation and organisation's OHS system, especially policies, procedures and work instructions

Relevant groups and individuals include:

all those who have a role in the implementation of policies, procedures or decisions and/or are affected by their implementation

Job specifications may include:

job title and purpose of position

skills and knowledge necessary

competencies required by staff

qualifications

person specifications

Recruitment procedures may be:

delegated to individuals or to specialist personnel

Advertising may include:

internal or external

electronic or print

outsourced

Staffing requirements may include:

permanent, temporary, full-time, part-time or casual

Staff reporting requirements may include:

systems for recording employee relations information

Unit Sector(s)

Not applicable.