



Australian Government

Department of Education, Employment and Workplace Relations

BSBEMS402B Develop and implement strategies to source and assess candidates

Revision Number: 1

BSBEMS402B Develop and implement strategies to source and assess candidates

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit describes the performance outcomes, skills and knowledge required to develop and implement strategies to source candidates and to assess their suitability for available positions. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.
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Application of the Unit

Application of the unit	This unit applies to individuals working in an employment services agency to source and assess candidates.
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Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Prerequisite units		

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	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.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Develop strategies to source candidates	1.1. Undertake research to identify potential <i>candidate channels</i> 1.2. Identify a range of <i>strategies</i> to assist in sourcing candidates 1.3. Review and evaluate strategies for effectiveness 1.4. Develop <i>advertisement copy</i> to align with <i>client</i> requirements, job specifications and place accordingly to attract candidates
2. Screen and interview potential candidates	2.1. Undergo preliminary <i>screening</i> with candidates in a fair and equitable manner, in compliance with relevant legislation 2.2. Organise and conduct interviews and employment appraisal assessments in accordance with organisational policy and best practice 2.3. Undertake <i>general assessment of raw skills</i> as required, depending on the position 2.4. Obtain additional information from candidates as required
3. Assess and select candidates	3.1. Conduct assessment and selection process in accordance with organisational policy and legislative requirements, and in consultation with the client 3.2. Judge information obtained from each candidate against specified selection criteria and note any additional influencing factors 3.3. Align candidate suitability to specific client requirements and job specifications, in consultation with the client 3.4. Prepare selection recommendations for the client and document in accordance with organisational procedures
4. Manage candidate outcomes	4.1. Inform all candidates of selection decisions in a timely manner 4.2. Provide feedback to unsuccessful candidates 4.3. Provide successful candidate with briefing and coaching for interview with the client 4.4. Negotiate placements with the candidate and the client

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

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

Required skills

- analytical skills to determine fit between candidate abilities and client organisational requirements
- communication skills to establish and maintain effective business relationships with potential and current clients, to interview candidates and to provide feedback
- culturally appropriate communication skills to relate to people from diverse backgrounds and people with diverse abilities
- information management skills to analyse and evaluate candidate information obtained from résumés, letters, references, interviews and aptitude assessments
- presentation skills to promote organisation's services to potential and current clients and candidates
- research and data collection skills to check candidate information for detail and accuracy
- sales and marketing skills to present organisation's services to prospective and existing clients .

Required knowledge

- economic, social and industry trends affecting employment levels
- key provisions of relevant legislation from all forms of government that affects business operations, codes of practice and national standards, such as:
 - occupational health and safety (OHS)
 - equal employment opportunity (EEO)
 - racial discrimination
 - industrial relations
 - privacy
 - freedom of information
 - disability discrimination
- range of interview techniques and recruitment sourcing methods
- range of organisational products and services
- relevant state/territory and federal industrial relations systems.

Evidence Guide

EVIDENCE GUIDE	
<p>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.</p>	
Overview of assessment	
Critical aspects for assessment and evidence required to demonstrate competency in this unit	<p>Evidence of the following is essential:</p> <ul style="list-style-type: none"> • development of strategies developed for sourcing candidates • application of screening and interviewing candidates for a position • assessment of a candidate's skills • placement of a candidate in employment with a client in a position with a client outcome • notices to unsuccessful candidates • knowledge of relevant legislation.
Context of and specific resources for assessment	<p>Assessment must ensure:</p> <ul style="list-style-type: none"> • access to an actual workplace or simulated environment • access to office equipment and resources • access to workplace documentation.
Method of assessment	<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"> • assessment of written reports summarising results of candidate skills assessment and selection outcomes • observation of client screening and interview techniques • direct questioning combined with review of portfolios of evidence and third party workplace reports of on-the-job performance by the candidate • oral or written questioning • review of authenticated documents from the workplace or training environment • review of testimony from team members, colleagues, supervisors, managers, clients or candidates.
Guidance information for assessment	<p>Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended, for example:</p>

EVIDENCE GUIDE

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| <ul style="list-style-type: none">• other human resources units. |
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Range Statement

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.

Candidate channels may include:

- association and industry networks
- career or industry expositions
- equity group community organisations
- individual networks
- internet
- media advertising
- organisational networks
- private and public schools
- training organisations

Strategies may include:

- brokers
- career markets
- databases
- direct mail
- internet
- intra-organisation leads
- journals
- magazines
- media advertising
- newspapers
- referrals
- spotters
- television or cinema advertising
- use of industry or other networks

Advertisement copy includes:

- internet copy
- media advertising copy

Clients may include:

- organisations or enterprises seeking to employ individuals through an employment services agency

Screening may include:

- language, literacy and numeracy check
- reference check
- rÃ©sumÃ© check
- specific assessments undertaken

RANGE STATEMENT

General assessment of raw skills
may include:

- vocationally specific assessments such as:
 - MYOB
 - speed and accuracy tests

Unit Sector(s)

Unit sector	
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Competency field

Competency field	Workforce Development - Recruitment and Employment Services
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Co-requisite units

Co-requisite units		