Assessment Requirements for SIRXHRM001 Recruit, select and induct team members

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Modification History

Not applicable.

Performance Evidence

Evidence of the ability to complete tasks outlined in elements and performance criteria of this unit in the context of the job role, and:

- follow organisational recruitment, selection and induction policies and procedures to address two organisational recruitment needs
- for the above recruitment needs:
  - develop selection criteria based on job descriptions
  - conduct fair and equitable interviews with at least one interview undertaken:
    - face-to-face
    - non face-to-face
  - make selections based on agreed criteria and organisational need
  - induct new team member into workplace
  - complete relevant recruitment documentation.

Knowledge Evidence

Demonstrated knowledge required to complete the tasks outlined in elements and performance criteria of this unit:

- organisational policies and procedures for:
  - developing selection criteria
  - advertising vacant positions
  - interview and selection processes
  - induction process
  - recruitment documentation
  - roles and responsibilities of personnel involved in the recruitment and induction process
  - procedures for employment and referee checks
  - approval processes for recruitment of new personnel
- key aspects of equal employment opportunity employment (EEO) laws that impact recruitment and selection processes
- determining recruitment needs:
  - team member levels to deliver organisational needs
  - future skills and knowledge requirements

- forecasting team member turnover
- relevant industry job roles and associated:
  - employment status
  - work hours
  - qualifications and training requirements
  - salary rates
  - awards and industrial agreements
- key components of selection criteria:
  - qualifications
  - experience
  - fit with organisational culture
  - personal attributes
- commercial value in retaining retail talent:
  - cost of recruitment to replace
  - impact on team morale of turnover
  - avoid disruption to service delivery
- techniques for conducting interviews:
  - linking interview questions to selection criteria
  - interview styles
  - determining suitability to job role
- consideration of applicants with special needs relevant to recruitment and selection:
  - reasonable adjustments for interviews
  - provision of appropriate documentation
- techniques to improve retention of new team members.

Assessment Conditions

Skills must be demonstrated in:

- an industry workplace
- a simulated industry environment.

Assessment must ensure access to:

- relevant documentation:
  - organisational policies and procedures for:
    - developing selection criteria
    - advertising vacant positions
    - interview and selection processes
    - induction process
    - recruitment documentation

- roles and responsibilities of personnel involved in the recruitment and induction process
- procedures for employment and referee checks
- approval processes for recruitment of new personnel
- equal opportunity and EEO legislation
- awards and agreements
- job descriptions
- recruitment, selection and induction materials
- job applicants with whom the individual can interact; these can be:
  - individuals in an industry workplace, or
  - individuals who participate in role plays or simulated activities, set up for the purpose of assessment, in a simulated industry environment.

Assessors must satisfy the Standards for Registered Training Organisations' requirements for assessors.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=ca051b1b-5101-4ec2-ac1c-49699303188d