



Australian Government

BSBEMS402 Develop and implement strategies to source and assess candidates

Release: 1

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Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Application

This unit describes the skills and knowledge required to develop and implement strategies to source candidates and to assess their suitability for available positions.

It applies to individuals working in a support role in an employment services agency.

No licensing, legislative, regulatory or certification requirements apply to this unit at the time of publication.

Unit Sector

Workforce Development – Recruitment and Employment Services

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
1 Develop strategies to source candidates	1.1 Undertake research to identify potential candidate channels 1.2 Identify a range of strategies to assist in sourcing candidates 1.3 Review and evaluate strategies for effectiveness 1.4 Develop advertisement copy to align with client requirements, job specifications and place accordingly to attract candidates
2 Screen and interview potential candidates	2.1 Undergo preliminary screening 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 general assessment of raw skills as required,

ELEMENT	PERFORMANCE CRITERIA
	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 client 4.4 Negotiate placements with candidate and client

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	1.1-1.4, 2.1-2.3, 3.1-3.4	Interprets a range of textual information from a variety of sources and analyses and reviews for compliance and suitability
Writing	1.1, 1.4, 2.1, 2.2, 3.2-3.4, 4.1-4.3	- Prepares concise notes to help synthesise information sourced during research - Produces reports and other business communication for a range of contexts and audiences using relevant language and structure
Oral Communication	2.1-2.4, 3.1, 3.3, 4.1-4.4	- Asks questions and listens carefully to gather, interpret or evaluate information - Participates in verbal exchanges using clear language and appropriate tone to provide relevant information

		and feedback
Navigate the world of work	1.4, 2.1, 2.2, 3.1-3.4	Applies workplace protocols, legislation or regulations relevant to own responsibilities
Interact with others	2.1, 2.2, 2.4, 3.1, 3.3, 4.1-4.4	- Selects and uses appropriate conventions and protocols when communicating with candidates or clients - Participates in conversations relevant to role responding, explaining, negotiating and persuading as required
Get the work done	1.1-1.3, 2.2-2.3, 3.2-3.4, 4.1	- Takes responsibility for planning and implementing tasks for efficient and effective outcomes - Uses systematic, analytical processes to evaluate information and make decisions

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
BSBEMS402 Develop and implement strategies to source and assess candidates	BSBEMS402B Develop and implement strategies to source and assess candidates	Updated to meet Standards for Training Packages	Equivalent unit

Links

Companion Volume implementation guides are found in VETNet -

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

Assessment Requirements for BSBEMS402 Develop and implement strategies to source and assess candidates

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Performance Evidence

Evidence of the ability to:

- produce a written or verbal presentation on strategies for sourcing candidates
- demonstrate the process for screening and interviewing a candidate
- provide a written report or demonstration of an assessment of a candidate's skills and selection recommendation
- communicate effectively with clients and successful and unsuccessful candidates.

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:

- outline economic, social and industry trends affecting employment levels
- describe the key provisions of relevant legislation, regulations, standards and codes of practice that affect employment agencies
- describe a range of interview techniques and recruitment sourcing methods
- describe the range of organisational products and services supplied by employment agencies.

Assessment Conditions

Assessment must be conducted in a safe environment where evidence gathered demonstrates consistent performance of typical activities experienced in the workforce development – recruitment and employment services field of work and include access to:

- office equipment and resources
- examples of workplace documents used in employment services agencies.

Assessors must satisfy NVR/AQTF assessor requirements.

Links

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