



Australian Government

Assessment Requirements for SITXHRM010 Recruit, select and induct staff

Release: 1

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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:

- coordinate the recruitment, selection and induction process for each of the following recruitment needs at least once:
 - casual, contract or temporary
 - full time or part-time permanent
 - volunteer
- develop selection criteria for each of the above recruitment needs
- conduct fair and equitable selection interviews for each of the above recruitment situations
- evaluate at least one applicant in each of the above selection processes to select individuals that meet a specific organisational need.

Knowledge Evidence

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

- recruitment and selection practices
- formats for and inclusions of selection criteria and job advertisements
- effective advertising media
- features of an effective recruitment advertisement
- roles of recruitment agencies
- relationships of job descriptions to selection criteria and ways to develop clear and concise selection criteria
- methods of linking interview questions to selection criteria
- key elements of applicable awards
- organisational policies and procedures:
 - roles and responsibilities of different personnel in the recruitment and induction process
 - required make-up of interview panels
 - procedures for employment checks
 - full content of recruitment and human resource policies:
 - approval processes for advertised salaries and recruitment of new personnel
 - nature and content of job advertisements and communications with applicants

- participation in interview panels
- required skills profile of potential employees for particular jobs
- timing and nature of induction programs
- use of different media in the recruitment process
- use of government-subsidised traineeships and apprenticeships
- key elements of equal employment opportunity (EEO) employment laws and how they must be implemented in recruitment and selection processes
- records required of recruitment and selection process:
 - administrative documents
 - interview schedules
 - interviewer details
 - selection panel comments, score sheets and recommendations
 - records of interview
- selection process:
 - checks:
 - police
 - reference
 - working with children
 - qualifications
 - evaluation of portfolios
 - exchange of written information
 - interviews:
 - by human resource specialists, department managers or selection committees
 - face-to-face
 - teleconference
 - telephone
 - videoconference
 - presentation to a selection committee
 - skills tests
- special arrangements required in the organisation of selection procedures:
 - access:
 - parking
 - security clearance
 - use of:
 - assistive technology
 - electronic presentation media
 - interpreters
 - interview techniques for those with disabilities
 - teleconference
 - videoconference

- visual information and diagrams instead of written material
- role of induction programs and typical content:
 - conditions of employment
 - contact details for departments or colleagues
 - current organisational focus or initiatives
 - employee:
 - benefits
 - responsibilities
 - rights
 - enterprise:
 - culture
 - goals
 - objectives
 - responsibilities
 - vision
 - key organisational policies and procedures
 - industrial arrangements for the organisation
 - orientation of:
 - departmental locations and equipment
 - staff amenities
 - off-site operations
 - whole of business premises
 - organisational charts
 - payroll information:
 - awards and applicable pay rates
 - superannuation
 - wage payments
 - policies and procedures specific to the job role
 - work health and safety information.

Assessment Conditions

Skills must be demonstrated in a business operation or activity where new staff members are recruited, selected and inducted. This can be:

- an industry workplace; or
- a simulated industry environment set up for the purposes of assessment.

Assessment must ensure access to:

- operational information about the organisation or activity subject to recruitment
- organisational specifications that are industry current:
 - recruitment and induction documentation

- job descriptions
- key human resource policies and procedures
- colleagues and applicants with whom the individual can interact. These can be:
 - those in an industry workplace who participate in the assessment process; or
 - individuals who participate in role plays or simulated activities, set up for the purpose of assessment, in a simulated industry environment operated within a training organisation.

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=68c40a93-e51d-4e0f-bc06-899dff092694>