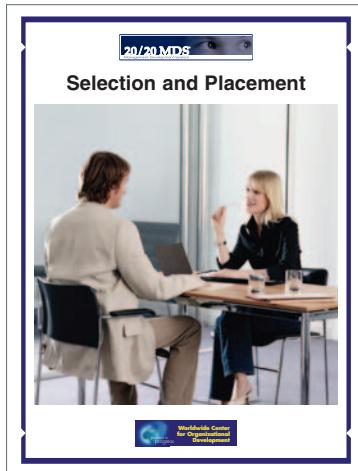


Selection and Placement (Level B)



Underpinning Competencies

- Listening and Organising
- Giving Clear Information
- Getting Unbiased Information
- Creative Assimilation

Linked Assessments (where applicable)

- Interviewing Style Assessment

Elective

People are the most important resource in any organisation, but the role of human resources in different organisations varies widely.

In order to manage and maintain your human resources effectively it is important that overall staffing levels, the relevant skill and people mix are regularly reviewed against the requirements of the whole organisation or department, before any efforts are made to recruit or redeploy people. This requires a systematic approach if it is to be successful.

This majority of this module is designed to support the manager who may be contributing towards staffing decisions and provide confidence to the manager who is responsible for specifying, assessing and selecting candidates against team and organisational requirements. This will be achieved by involving you in activities which prompt a systematic, professional approach to this part of your management role.

Objectives

At the end of this module you will be able to:

- define future personnel requirements
- consider the main issues involved with the redeployment and redundancy of permanent staff
- determine specifications to secure quality people
- Interview people using behavioural/situational techniques
- assess and select candidates against team and organisational requirements.