

Using Competencies to Recruit and Select

Finding the right fit – people who don't only have the correct academic qualifications and relevant experience, but the right attitude and necessary soft skills – can be daunting. This workshop equips participants with the knowledge and practical skills needed to interview and select successfully by using competency-based techniques to determine if candidates exhibit both the “softer” and “harder to get at” behaviours.

2 to 3 Day Workshop

This workshop is aligned to Unit Standard 12140, accredited with Services Seta - no. 12759, and is fully customisable.

Level: NQF 5

Credits: 9

Outcomes

- Explaining the various pieces of legislation that impact on recruitment and selection of candidates
 - Applying the requirements of the legislation to recruitment and selection practices
 - Explaining the competency-based approach to recruitment and selection
 - Obtaining the information needed to recruit candidates for particular positions
 - Deciding on an appropriate selection procedure and drafting an action plan for the chosen selection procedure
- Preparing the interview and selection criteria for a competency-based recruitment campaign
 - Selecting appropriate media channels to use for a recruitment campaign
 - Preparing a recruitment campaign budget
 - Defining competence and competencies in relation to their use in selection interviews
 - Using different types of selection interviews appropriate to the position being recruited for
 - Using appropriate questions during the interview to elicit required information
 - Using competency-based questions and scoring methods during the selection interview
 - Recording the outcomes of interviews to facilitate decision-making about the suitability of candidates

Outline

- The impact of legislation on recruitment and selection practices
- Planning and preparing for recruitment and selection. Covers: job analysis of the position, drafting the required competencies (and behaviours) and specifications for different roles and identifying organisational and job-fit requirements
- Drawing up competency-based interviewing guides including asking appropriate questions to elicit strong evidence
- Rating and weighting scales
- Conducting competency-based interviews, recording responses and rating competencies to reach a decision
- Determining whether the candidate has the right skills, knowledge, values and motivation for the position and the company

The manual also includes additional information on:

- Planning and preparing a recruitment plan
- The cost of recruitment, budgets, advertising and general administration
- Initial screening and short-listing techniques
- Conducting references, credit and criminal checks
- Making offers and declining unsuccessful candidates

Other workshops

1-day Customised Information Workshop

This workshop is designed as an introduction to competencies and their use in selecting candidates during the interview process.

Consulting



R&S Policy and Procedure Review

Conduct a review of the organisation's Recruitment & Selection Policies and Procedures including an in-depth assessment of their practical application in the workplace.

Competency Library

Produce a bespoke competency library that underpins the organisation's identified behavioural competencies. If a bespoke library is not an option, a generic library can be supplied that best matches the organisation's needs. Both the bespoke and generic libraries can be used on an affordable on-line system that will produce customised Interview Guides, manage your recruitment and selection process and store documents.

Interview Panels

Participate in and chair interview panels. The process will include a detailed report with recommendations on the process and each competency in relation to the candidates.

Telephonic Interview Bureau

As part of the recruitment and selection process we would offer a competency-

based interview bureau that would cut down the face-to-face interview time by vetting candidates' technical and behavioural skills either telephonically or via online technology.

Executive Coaching & Consulting

Offer interview coaching for Executives and Senior Managers who are having to find the right candidate for a job.

Additional Recruitment & Selection Offerings



In order to offer a seamless Recruitment & Selection Offering we work with specialised business partners who supply the following services:

- **Leadership and Technical Assessments** - These assessments will be administered within the selection process for development purposes
- **Response Management** - Sifting through CVs to choose those that meet the minimum requirement of the job
- **Vetting Services** - Specifically doing criminal checks, credit checks, reference checking and employment confirmations as part of the selection process

For more information about our Using Competencies to Recruit and Select Programme please call 028 272 9099 or email info@solutionsconnectafrica.com