

## BAB152: Administer the recruitment and selection process SQA Unit Code FD9H 04

**Overview:** This standard is about a Human Resources administrator assisting with the recruitment and selection process.

**Links:** Specialist: HR

**Specific skills:**

• Accuracy	• Analysing	• Attention to detail	• Communicating
• Evaluating	• Managing time	• Organising	• Presenting yourself
• Problem solving	• Quality checking	• Recording	• Researching
• Prioritising			

### Performance Indicators

#### **Advertise job vacancies**

1. Confirm personnel requirements with the responsible people
2. Confirm the information that will appear in job advertisements
3. Confirm how the vacancy will be advertised
4. Advertise the vacancy as agreed
5. Liaise with any relevant agencies to confirm details of job vacancies making sure that they understand the requirements of the organisation

#### **Respond to potential applicants**

6. Send out application packs or other information to potential applicants on request
7. Respond appropriately to queries from potential applicants
8. Maintain records of responses received

#### **Administer the selection process**

9. Collate applications and make these available to those involved in selection
10. Invite shortlisted candidates to take part in the selection process
11. Process feedback for unsuccessful applicants
12. Keep records of responses from shortlisted candidates
13. Provide appropriate support for the selection process
14. Help to make sure candidates have a positive impression of the organisation
15. Keep records of the outcomes of the selection process

#### **Administer the appointment process**

16. Carry out appropriate pre-employment checks
17. Format and send out offer letters and employment contracts
18. Maintain records of the recruitment and selection process in line with current legislation and organisational requirements

### Knowledge & Understanding

#### **Advertise job vacancies**

- A. Organisational policies, procedures and constraints that affect your area of responsibility
- B. Procedures to identify and process personnel requirements in the organisation: who is involved and what do they do?
- C. Ways in which personnel requirements are expressed (e.g. job descriptions and person specifications) and how to interpret these
- D. The current legislation that applies when you are dealing with recruitment and selection
- E. What the limits of your responsibility are, and to whom matters outside your responsibility should be referred
- F. The types of information to include in a job advertisement and legal/organisational requirements that affect this
- G. How to place advertisements in different locations (e.g. press, website)
- H. How to liaise with recruitment agencies

#### **Respond to potential applicants**

- I. The types of information that should be in an application pack
- J. The types of queries that applicants may have and how to respond to them
- K. How to keep records of responses received and their purpose

#### **Administer the selection process**

- L. The procedures used to shortlist applicants: who is involved and what do they do?
- M. Procedures and methods for contacting shortlisted candidates to invite them to participate in the selection process (e.g. by phone, letter, e-mail)
- N. How to process feedback for unsuccessful applicants
- O. Different types of selection processes that may be used (e.g. interview, assessment centre) and how they work
- P. The selection processes used in your organisation and your role in those
- Q. The administrative support needed for different types of selection processes
- R. Procedures for obtaining the resources needed

for selection processes (e.g. booking rooms and refreshments)

- S. The different types of documents used for selection processes (e.g. interview schedules, question proformas, recording documentation, tests used in assessment centres)
- T. The purpose of giving candidates a favourable impression of the organisation
- U. The range of records that must be kept following the selection process and the purpose of following organisational procedures for this

**Administer the appointment process**

- V. The range of pre-employment checks (e.g. CRB checks, reference checks) that might be required and how to carry these out
- W. How to format offer letters and employment contracts
- X. The purpose of confidentiality and security of record keeping