

Unit D9E9 04 (HS24)

Contribute to the selection of personnel for activities

This Unit has the following elements:

Element 1 (HS24.1)

Contribute to identifying personnel requirements

Element 2 (HS24.2)

Contribute to selecting required personnel

Candidate Name:

Assessment Centre:

I have completed the requirements of this Unit.

Candidate signature: _____ **Date:** _____

I can confirm the candidate has completed all requirements of this Unit.

Assessor signature: _____ **Date:** _____

Assessor counter signature:
(where applicable) _____ **Date:** _____

IV signature: _____ **Date:** _____

IV counter signature:
(where applicable) _____ **Date:** _____

Unit D9E9 04 (HS24)

Contribute to the selection of personnel for activities

Unit Summary

People are your organisation's most important resource. Businesses can only deliver high quality services to their customers if they have staff with the right attitudes, experience, training and potential to grow in their jobs.

You will contribute to recruitment and selection by recommending staffing levels, identifying the roles and responsibilities that staff need to carry out, and the skills, experience and personal qualities that staff should have. You will contribute to the selection procedure by taking part in interviews and organising skills assessments.

The typical day-to-day activities you might carry out for this Unit include:

- ◆ identifying the types of people you need in your team
- ◆ taking part in selection activities such as looking at application forms or letters of application and taking part in interviews

This Unit is the same as the Management Standards Centre Unit C7.

What some of the words in this Unit mean	
Assessments of candidates	using various techniques such as checking curricula vitae, helping with interviews, work tests, aptitude tests and checking references to see how each candidate compares with the agreed requirements for the job
Authorised people	team members, colleagues working at the same level as yourself, higher-level managers, personnel specialists and members of selection teams or boards
Candidate	the person applying for a job
Confidentiality	only providing information to those who are authorised to have it
Job specifications	job descriptions and person specifications, covering the key purpose of the job, the roles and responsibilities of individuals and the team in which they work, the skills and knowledge required by individuals and the team and other details specific to your organisation
Organisational and legal requirements	the policies, guidelines and procedures of your organisation and the laws, such as contract law and equal opportunities law, which you must follow when recruiting personnel
Personnel	all the people working for your organisation; these may be internal or external workers, permanent or temporary, full-time or part-time, paid or voluntary
Selection criteria	criteria, which relate to the job specification, against which you should assess candidates in a fair and objective way
Work objectives and constraints	issues, such as work plans, targets and commitments, staff availability, organisational values and policies, financial considerations and any industry-specific requirements, which help you define personnel requirements

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Element 1 (HS24.1)

Contribute to identifying personnel requirements

What you must do		Assessor initials/date
Evidence should be gathered through observation, products of work, projects, questioning, work-based assignments, and expert witness testimony		
1	Base your contributions to identifying personnel requirements on current, valid and reliable information	
2	Make sure your contributions take account of work objectives and constraints	
3	Suggest personnel requirements that meet organisational needs and legal requirements	
4	Present your contributions to relevant people in the agreed format at the agreed time	

What you must cover (minimum requirement for observation/products of work in italic and bold)	Activity/Evidence (insert tick or supplementary reference)					
	1	2	3	4	5	6
Evidence for the remaining points may be assessed through projects, questioning, work-based assignments, and expert witness testimony						
<i>Contribute to identifying requirements for at least four of the following types of personnel:</i>						
internal						
external						
permanent						
temporary						
full-time						
part-time						
paid						
voluntary						
<i>Contribute to identifying all the following types of requirements:</i>						
skills						
knowledge						
personal attributes						
<i>Take account of at least two of the following types of work objectives and constraints:</i>						
work plans, targets and commitments						
staff availability						
organisational values and policies						
financial considerations						
industry-specific requirements						

Note

You must, however, show that you could cover **all** types of **personnel**, and **work objectives and constraints**, listed above. Evidence from simulated activities is **not** acceptable for this element.

Unit D9E9 04 (HS24)

Contribute to the selection of personnel for activities

Element 1 (HS24.1)

Contribute to identifying personnel requirements

Candidate name:		Assessor initials/date
No	Activity	
1		
2		
3		
4		
5		
6		

Unit D9E9 04 (HS24)

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Element 2 (HS24.2)

Contribute to selecting required personnel

What you must do		Assessor initials/date
Evidence should be gathered through observation, products of work, projects, questioning, work-based assignments, and expert witness testimony		
1	Use methods to assess and select personnel that meet organisational requirements	
2	Provide information which is complete, accurate and supports the fair assessment of personnel	
3	Make suggestions for the selection of personnel that are based on objective assessments of the information against agreed selection criteria	
4	Make suggestions for selection that are clear and accurate	
5	Make your suggestions available only to authorised people	
6	Handle your communications with personnel in a manner and at a level and pace appropriate to their needs	
7	Make sure records of your contribution to the selection process are complete, accurate, clear and meet organisational requirements	

What you must cover (minimum requirement for observation/products of work in <i>italic and bold</i>)	Activity/Evidence (insert tick or supplementary reference)					
	1	2	3	4	5	6
Evidence for the remaining points may be assessed through projects, questioning, work-based assignments, and expert witness testimony						
<i>Contribute to the selection of at least four of the following types of personnel:</i>						
internal						
external						
permanent						
temporary						
full-time						
part-time						
paid						
voluntary						
<i>Contribute to at least two of the following types of assessment and selection methods:</i>						
analysis of written applications						
interviews						
tests of work skills						
<i>Make your selection suggestion to at least two of the following types of authorised people:</i>						
colleagues working at the same level						
high-level managers or sponsors						
personnel specialists						
members of the selection board						

Note

You must, however, show that you could cover **all** types of **personnel**, and **work objectives and constraints**, listed above. Evidence from simulated activities is **not** acceptable for this element.

Unit D9E9 04 (HS24)

Contribute to the selection of personnel for activities

Element 2 (HS24.2)

Contribute to selecting required personnel

Candidate name:		Assessor initials/date
No	Activity	
1		
2		
3		
4		
5		
6		

Unit D9E9 04 (HS24)**Contribute to the selection of personnel for activities**

What you must know for the Unit	
Element 1 (HS24.1) Contribute to identifying personnel requirements	
K1	How to make a case for additional personnel needs in a way which is likely to influence decision-makers positively
K2	How to collect and check the validity of the information necessary to contribute to personnel requirements
K3	The legal requirements for identifying personnel needs
K4	The organisational requirements for identifying personnel needs
K5	How to identify and interpret the work objectives and constraints which are relevant to identifying your personnel needs
K6	How to help specify the job roles, competences and attributes required to meet these needs
Element 2 (HS24.2) Contribute to selecting required personnel	
K7	How to present suggestions for selection effectively
K8	How to communicate effectively with the range of personnel involved
K9	The importance of confidentiality during selection processes — what kinds of information may be made known to which staff
K10	The importance of keeping accurate, complete and clear records of one's contributions to the selection process
K11	Legal requirements for the selection of personnel
K12	Organisational requirements for the selection of personnel
K13	The range of methods which may be used for the assessment and selection of staff and the relative advantages and disadvantages for your team
K14	The contributions you can make to the assessment and selection of staff
K15	How to make fair and objective assessments against criteria during the selection process

Unit D9E9 04 (HS24)**Contribute to the selection of personnel for activities**

Candidate name:		Assessor initials/date
Ref	Supplementary evidence	
A		
B		
C		
D		
E		
F		
G		
H		

Unit D9E9 04 (HS24)

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Knowledge evidence retained

Assessor Feedback

Assessor signature: _____ **Date:** _____