

## Recruitment with Success Profiles: Designing the Assessment and Selection Process

Securing the right person with the right skills for the right role is vital for any organisation. However, to select the right person for any given role, you need to know what you're looking for and the best way to recruit them. A lot of thought therefore needs to be given to the expectations of the person doing that job and the skills they require. Translating that into meaningful, clearly communicated selection criteria and determining the ideal way of assessing people against those criteria is just as important.

Throughout all of this, it's vital that any recruitment process is fair and transparent. Even if it weren't for the legal obligations of the Equality Act or the expectations outlined in the Civil Service's recruitment principles, recruitment should never be conducted in any other way. A truly open and competitive process, with an unbiased assessment of candidates, leading to appointments being made on merit is the only way of securing the workforce we need.

### Description

This course shows you how best to develop an assessment process that evaluates candidates in a fair, effective, repeatable and transparent manner. It also looks at how to create a job advert that provides enough information to attract suitable candidates but without being too detailed or over-complicated. You'll consider the importance of a job description being an accurate preview of that job and a person specification being unambiguous in outlining the attributes that a successful candidate will require. Using Success Profiles to standardise the personal criteria, you'll be shown how to design a selection process that uses the most appropriate methodology for determining the best person for the job.

This course has been designed for recruiting managers, vacancy holders and anyone who is involved in the design of a recruitment assessment and selection process. You will need to complete the digital courses 'Recruitment with Success Profiles: Getting It Right' and 'Recruitment with Success Profiles: Introduction to Success Profiles' before you can commence this course.

### What does it involve?

This course features an all-day workshop, ahead of which you're expected to read three introductory documents. These explore how best to design assessment and selection methods, how to create the ideal job advert and how to design your candidate scoring process.

There's also a podcast to listen to, in which job candidates talk about their experiences of the recruitment process.

The subsequent workshop is an opportunity to put everything you've learned into practice. Working with realistic Civil Service examples, you'll have the chance to consider all aspects of this part of the recruitment process from creating a job's particular Success Profile through to advertising the role. Afterwards, you'll have two further reflective activities to complete, crafting a profile for your own role and committing to what you'll do differently during any subsequent recruitment process.

### What's the outcome?

Once you've completed this course, you'll be able to describe the different stages of the recruitment process; the design options available to you; and how legislation and the Civil Service's recruitment principles apply to that design. You'll be able to evaluate job descriptions and person specifications, making sure they provide a sound basis for recruitment design and mapping the essential personal criteria to the relevant elements of Success Profiles. Confident of being able to translate this into a suitable job advert, you'll also know how to select the methods required to assess candidates against those Success Profile elements.

## Learning activities



### Delivery method:

F2F  VLE 

### Estimated learning time:

9 hours 5 minutes

## How to book

[bookings.governmentcampus.co.uk](https://bookings.governmentcampus.co.uk)

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