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Recruitment with Success Profiles: Getting it Right

Securing the right person with the right skills for the right role is vital for any organisation. When there is a good fit between a person and their role, that person is likely to learn quickly and be more engaged and productive. The opposite can also be true though, meaning that a poor recruitment decision can have a significantly detrimental impact on colleagues and customers as well as the new recruit. It's therefore a hugely important decision to take responsibility for.

Within the Civil Service, the Success Profiles framework helps guide our recruitment efforts. That guidance needs to be properly understood and correctly applied if we're to oversee a recruitment process that is legal, fair and consistent.

Description

This digital course provides an introduction to the recruitment process and demonstrates how getting recruitment right is essential. It explores every stage of the process – defining the job, designing the recruitment strategy, assessing individuals and providing feedback – and how these relate to one another. It outlines how delivering a consistent approach to recruitment can increase the chances of finding the right person for the right job.

Completing this course is mandatory for anyone wanting to subsequently undertake other courses from the newly refreshed Recruitment suite (such as 'designing the assessment and selection process' and 'designing interviews') which is due to be launched in September 2024.

What does it involve?

The course begins with a quiz about recruitment, designed to test your current knowledge and explore some common recruitment misconceptions. This is followed by an animated video that provides an overview of the entire recruitment journey. It also covers the importance of consistency and fairness and the impact of making the wrong recruitment decision. The course concludes with an interactive infographic, through which you can explore each of the recruitment steps in more detail and the common pitfalls that can result in candidates exiting the process.

What's the outcome?

Having completed this course, you'll be able to describe the Civil Service Commission's recruitment principles and how these make sure that the recruitment process is legal. You'll understand the importance of getting the right person in the right job and the possible impact of getting it wrong (for the candidate, your team, the Civil Service and the general public). As well as understanding the different stages of the recruitment process, you'll also appreciate the common pitfalls that can present themselves at every stage and how best to avoid these.

Learning activities

- Quiz
- Animation
- Interactive infographic

Delivery method:

DGTL

Estimated learning time:
35 mins

How to book

learn.civilservice.gov.uk

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