

12140 Recruit and select candidates to fill defined positions

Purpose of this Unit Standard

This unit standard is intended for people who recruit and select people for defined positions within an organisation or the personnel recruitment industry. Persons credited with this unit standard are able to prepare, recruit and select suitable candidates according to ability and potential within an organisation and through the personnel recruitment industry.

Learning Assumed To Be In Place And Recognition Of Prior Learning

- Communication at NQF Level 3.

Outcomes

SO1: Plan and prepare for recruitment and selection.
SO2: Recruit applicants.
SO3: Select staff.

SAQA US ID	NQF LEVEL	CREDITS	US TITLE
12140	5	9	Recruit and select candidates to fill defined positions

Duration: 2-days

Content

Plan and prepare for recruitment and selection	• Information is obtained on the position that is relevant and complete. • The information can include, but is not limited to, job description, job specification, job profile or job order. • A selection procedure is selected or designed and is ensured to be appropriate for the specific position and in line with organisational and legal requirements. • Organisational requirements could include policies regarding internal and external applicants. • The selection procedure is confirmed to be a validated procedure. • Resources and methods needed for recruitment and selection are identified and budgets prepared and managed. The resources are available, within budget and fit for purpose. • Recruitment methods can include the printed or electronic media, networking, or executive search. • Selection criteria and control procedures are developed in line with organisational and legal requirements and avoid partiality or bias. • A plan is developed that ensures effective and efficient recruitment and selection. • The plan covers timing; resource allocation; contingencies; methods for recruitment, verification of information, selection, and nature and medium of communication and feedback.
Recruit applicants	• Recruitment is conducted in accordance with the plan and in such a way as to have the potential to elicit the desired response from the target market. • Responses are dealt with in accordance to planned control procedures. • The initial screening determines if applicants meet the critical job specifications and requirements to expedite the departure of unsuitable applicants. • Implementation of corrective action following the evaluation of the initial recruitment plan if the initial screening does not elicit desired responses. • A list of potential candidates is prepared to facilitate selection. • An applicant database is managed in accordance with legislation and organisational requirements. • Unplanned events are dealt with in accordance with the circumstances and contingency plans are initiated.

Select staff

- Backgrounds and qualifications are validated using appropriate verification methods according to the plan.
- Candidates are assessed against the requirements of the defined position.
- Assessment is based on evidence gained from any of three of: applications, curriculum vitae, references, previous performance, test results, assessment interview schedules, portfolios of evidence, recognition of prior learning and current competencies.
- Candidates are interviewed using best practice techniques appropriate to the defined position.
- A shortlist is drawn up to reflect the results of the assessment of candidates. The shortlist can be justified in terms of the match between candidate profile and job requirements.
- Selections are made in accordance with planned strategy and can be justified in terms of best match between candidate profile and job and organisation requirements and meeting legislative requirements.
- Feedback is relevant to the enquiry and the job requirements and is given to both successful and unsuccessful candidates tactfully according to the planned time framework and legal requirements.
- Records are documented to facilitate further processing and reflect agreements reached and successful candidate details accurately. Records are authorised and forwarded to designated personnel.
- Unplanned events are dealt with in accordance with the circumstances, and contingency plans are initiated.