

If you know what you
want ... you might get it.

What are you recruiting for?

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by Sarah Hay

Learning Objectives

- Discover why we need to know what we want
- Summarise the recruitment and selection process
- Identify what a good person specification looks like
- Practice the skill of writing a person spec
- Discuss together what a person spec may look like for your short term opportunities

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Why is it vital to get the right person?

- In HR terms, organisational performance
- A fulfilled individual will fit in and perform well
- Existing team colleagues will be complemented and content

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The wrong person will:

- Leave!
- Cause discontent and lower morale within the team, possibly leading to others leaving (Increased turnover)
- Cost time and resources
- Cause frustration for the manager sorting out the problem

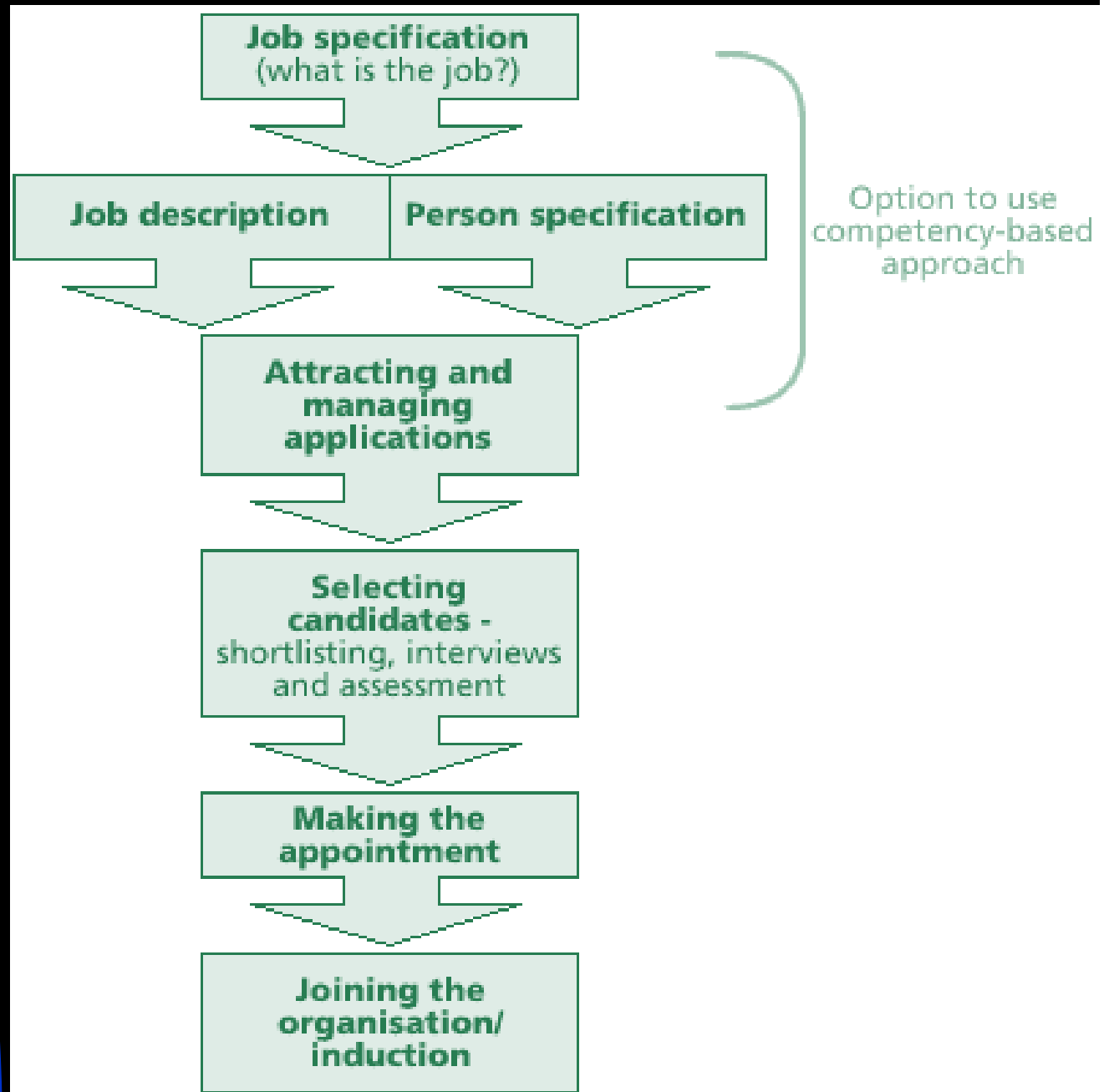
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Recruitment and Selection Process

- Efficient
- Effective
- Fair

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Job Description

- Job title
- Main purpose – 1 or 2 sentences
- Key tasks
- Job scope e.g. number of people to be supervised

Must be realistic as it helps to form a candidates expectations.

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Person Specification

- Highlights skills, knowledge and aptitudes directly related to the job
- Objective and realistic
- Helps to avoid discrimination
- Aids decision making

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Creating a Person spec (1)

- Use job description as a starting point
- Criteria will be Essential or Desirable
- Requirements must be reasonable, measurable and justifiable
- Consider professional body recommendations for minimum requirements

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Creating a Person spec (2)

- Do not assume that foreign qualifications are inferior. Give options e.g. GCSE English or equivalent
- Avoid unnecessary restrictions which may exclude certain groups and be discriminatory

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	ESSENTIAL	DESIRABLE
EDUCATION and TRAINING		
EXPERIENCE		
SKILLS and APTITUDES		
PERSONAL QUALITIES		
OTHER REQUIREMENTS		