

## ASTLRC7

### Contribute to the selection of personnel for activities



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#### Overview

This unit comes from the Management National Occupational Standards

This unit is about making a contribution to the selection of personnel as part of a selection process.

# ASTLRC7

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### Performance criteria

#### Contribute to identifying personnel requirements

- You must be able to:*
- P1 base your contributions to identifying **personnel requirements** on current, valid and reliable information
  - P2 make contributions which take account of **work objectives and constraints**
  - P3 suggest personnel requirements which meet organisational needs and legal requirements
  - P4 present your contributions to relevant people in the agreed format at the agreed time

#### Contribute to the selection of personnel for activities

- You must be able to:*
- P5 use **methods** to assess and select personnel which meet organisational requirements
  - P6 provide information which is complete, accurate and supports the fair assessment of **personnel**
  - P7 make suggestions for the selection of personnel which are based on objective assessments of the information against agreed selection criteria
  - P8 make suggestions for selection which are clear and accurate
  - P9 make your suggestions available only to **authorised people**
  - P10 handle your communications with personnel in a manner, and at a level and pace, appropriate to their needs
  - P11 keep records of your contribution to the selection process which are complete, accurate, clear and meet organisational requirements

# ASTLRC7

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### Knowledge and understanding

*You need to know and understand:*

#### 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 the identification of personnel requirements.
- 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

#### Contribute to the selection of personnel for activities

*You need to know and understand:*

- 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 of these 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

# ASTLRC7

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### Additional Information

#### Scope/range

#### Contribute to identifying personnel requirements

- 1 contributing to identifying requirements for the following types of **personnel**:
  - 1.1 internal/external
  - 1.2 permanent/temporary
  - 1.3 full time/part time
  - 1.4 paid/voluntary
- 2 contributing to identifying the following types of **requirements**:
  - 2.1 skills
  - 2.2 knowledge
  - 2.3 personal attributes
- 3 taking account of the following types of **work objectives and constraints**:
  - 3.1 work plans, targets and commitments
  - 3.2 staff availability
  - 3.3 organisational values and policies
  - 3.4 financial considerations
  - 3.5 industry-specific requirements

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- 4 contributing to the selection of the following types of **personnel**:
  - 4.1 internal/external
  - 4.2 permanent/temporary
  - 4.3 full time/part time
  - 4.4 paid/voluntary
- 5 contributing to the following types of assessment and selection **methods**:
  - 5.1 analysis of written applications
  - 5.2 interviews
  - 5.3 tests of work skills
- 6 making selection suggestions to the following types of **authorised people**:
  - 6.1 colleagues working at the same level
  - 6.2 higher level managers or sponsors
  - 6.3 personnel specialists
  - 6.4 members of the selection board

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**Originating organisation** MSC

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**Relevant occupations** Professional Occupations; Construction, planning and the built env; Building and construction; Architects, Town Planners and Surveyors

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**Suite** Land Registration

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**Key words** selection process, work objectives and constraints

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