

## CFAREC5

### Match job-seekers with suitable vacancies



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#### Overview

This standard is about supporting appropriate opportunities for job-seekers and matching them to fill all types of suitable vacancies.

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#### Performance criteria

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*You must be able to:*

- P1 pre-select job-seekers in line with organizational procedures
- P2 identify opportunities which meet the needs of pre-selected job-seekers
- P3 match job-seekers against relevant job descriptions and person specifications
- P4 inform job-seekers about suitable opportunities and gain their commitment
- P5 proactively promote the role and organisation to job-seekers
- P6 confirm job-seekers are available and interested.
- P7 present job seeker details to the hirer and discuss their suitability
- P8 proactively promote job-seekers to the hirer
- P9 give job-seekers information about the initial hirer response
- P10 arrange interviews and other forms of assessment
- P11 provide support and feedback to job-seekers during the application process
- P12 agree the way forward with job-seekers
- P13 provide feedback to hirers

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### Knowledge and understanding

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*You need to know and understand:*

- K1 relevant organisational procedures, codes of practise and legislation
- K2 relevant legislation and organisational procedures for safeguarding confidentiality
- K3 relevant legislation and organisational procedures for obtaining and recording information
- K4 organisational procedures and guidelines for dealing with complaints from hirers and / or job-seekers
- K5 the importance of working within agreed timescales and budgets
- K6 How to pre-select job-seekers in line with organisational procedures
- K7 how to identify opportunities to meet the needs of pre-selected job-seekers
- K8 How to interpret information within job descriptions and person specifications in order to match job-seekers with appropriate opportunities
- K9 How to take account of both the job-seeker's needs and requirements and those of the hirer
- K10 how to promote the job and organisation to job-seekers
- K11 how to present job-seeker details to the hirer and discuss their suitability
- K12 methods of proactively promoting job-seekers to hirers
- K13 the purpose of giving job-seekers information about the initial hirer response
- K14 how to arrange interviews and other assessment methods
- K15 how to brief job-seekers prior to assessment and / or interview
- K16 the support that might be required by job-seekers and how to provide it
- K17 the purpose of providing feedback to hirers

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