

CFAREC6

Assess job-seekers



Overview

This standard is about assessing the suitability of job-seekers for placement, including interviews and other assessment techniques relevant to the recruitment and selection process.

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Performance criteria

Plan the assessment structure

You must be able to:

- P1 determine the objectives of the assessment process
- P2 determine the most appropriate assessment methods
- P3 determine the structure, timescales, resources and budget for the assessment

Plan an assessment

You must be able to:

- P4 prepare for the assessment by collating and reading all relevant documentation
- P5 plan the structure of the assessment
- P6 confirm the arrangements with the job-seeker and communicate the full assessment process and timescales involved
- P7 Make sure that those conducting the assessment have appropriate experience and knowledge
- P8 communicate the arrangements to all interested parties, as required
- P9 Ensure an appropriate environment for the assessment

Conduct an assessment

You must be able to:

- P10 greet the job-seeker and establish rapport
- P11 conduct relevant tests, if required
- P12 introduce the job-seeker to those present at the assessment
- P13 outline the assessment process to the job-seeker
- P14 make sure that the recruitment process is carried out fairly and objectively against the person specification
- P15 where appropriate, use questioning techniques to enable the job-seeker to provide relevant information
- P16 actively listen to the job-seeker's responses
- P17 record information acquired during the assessment accurately
- P18 encourage the job-seeker to ask any questions
- P19 provide the job-seeker with 'next steps' of the recruitment and selection process
- P20 close the assessment

Use the assessment information

You must be able to:

- P21 record accurate assessment outcomes
- P22 document objective conclusions from the assessment, to support the decision making process
- P23 communicate feedback and follow-up actions to the job-seeker
- P24 communicate with hirers about the job-seeker and make appropriate arrangements to progress the recruitment and selection process
- P25 record the outcomes of each stage of the recruitment and selection process

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process for each job seeker

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Knowledge and understanding

You need to know and understand:

- K1 relevant organisational procedures, codes of practice 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 clients/recruiting managers and / or job-seekers
- K5 The importance of working within agreed timescales and budgets

You need to know and understand:

Plan the assessment structure

- K6 the range of assessment methods available, the advantages and disadvantages of each, and when and how it is appropriate to use them
- K7 how to determine the objectives of the assessment

You need to know and understand:

Plan an assessment

- K8 how to prepare for and structure an assessment
- K9 how to make arrangements for appropriate tests, if required
- K10 the purpose of confirming assessment arrangements with the job-seeker
- K11 the purpose and nature of an appropriate environment for assessments

You need to know and understand:

Conduct the assessment

- K12 How to conduct interviews
- K13 How to use other forms of assessment
- K14 How to establish rapport with the job-seeker
- K15 the purpose of outlining the assessment process to the job-seeker
- K16 types of interview questions and the advantages and disadvantages of using them
- K17 active listening techniques
- K18 the impact of body language and non-verbal communication in an assessment
- K19 methods of maintaining control of an assessment
- K20 how to record accurately information acquired during the assessment
- K21 the purpose of allowing the job-seeker to ask any questions
- K22 how to close the assessment

You need to know and understand:

Use the assessment information

- K23 the purpose of using objective selection criteria
- K24 how to record accurate assessment outcomes
- K25 how to draw objective conclusions from the assessment
- K26 the purpose of communicating feedback and follow-up actions to the job-seeker
- K27 the purpose of communicating with clients/recruiting managers about the job-seeker and make appropriate arrangements to progress the

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recruitment and selection process

- K28 how to record the outcomes of each stage of the recruitment and selection process for each job-seeker

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