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**Overview**

This standard is about monitoring the progress of job-seekers, agreeing future plans and closing the recruitment process.

## CFAREC7

### Review job-seekers' progress and close vacancies

#### Performance criteria

*You must be able to:*

##### **Review job-seekers' progress**

- P1 monitor and record the progress of individual job-seekers and outcome of each assessment process
- P2 discuss and agree actions to be taken when job-seekers are unsuccessful
- P3 handle any negative reactions of job-seekers professionally
- P4 gain commitment from job-seekers to a continuing relationship with the organisation, if appropriate
- P5 agree and record an action plan with job-seekers, if appropriate

*You must be able to:*

##### **Complete the recruitment process**

- P6 clarify the current position of job seekers
- P7 identify any further requirements needed prior to engagement and ensure these are obtained
- P8 conduct a follow up interview with successful job-seekers
- P9 manage the recruitment offer to facilitate a smooth transition for job-seekers and hirers
- P10 manage the recruitment induction process, if appropriate
- P11 complete any necessary financial transactions where relevant, accurately and professionally
- P12 close the vacancy
- P13 encourage and manage feedback from hirers and job-seekers
- P14 encourage future business, if appropriate

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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 the importance of working within agreed timescales and budgets
- K5 organisation procedures and guidelines for dealing with complaints from clients/recruiting managers and / or job- seekers

*You need to know and understand:*

#### **Review job seeker progress**

- K6 how to monitor and record the progress of individual job-seekers and outcome of each assessment process
- K7 how to discuss and agree actions and offer additional advice or services to job-seekers who are unsuccessful
- K8 methods that can be used to overcome difficult situations and handle job -seeker objections
- K9 the purpose of gaining commitment from job-seekers to a continuing relationship with the organisation, if appropriate
- K10 how to agree and record an action plan with job-seekers

*You need to know and understand:*

#### **Complete the recruitment process**

- K11 different methods of obtaining job-seeker feedback and when to use them
- K12 the range of further requirements that might be needed prior to engagement, such as references, medicals, evidence of qualifications, eligibility to work and how to obtain them
- K13 how to manage the recruitment offer to facilitate a smooth transition for job-seekers and hirers
- K14 how to manage the recruitment induction process
- K15 the types of financial transaction that might need to be completed and how to complete them
- K16 how to close a vacancy
- K17 ways of maintaining long term relationships with job-seekers and the importance of this to business activity

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### Review job-seekers' progress and close vacancies

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