

# Effective Selection

Hiring the right person for the right job

It can be difficult to know who to choose when going through the selection phase of recruitment. It is crucial for business success that we select the right people for the right roles, so we have put together some key considerations managers should be mindful of when faced with this difficult choice. Please contact HR Direct for further advice.

**Competency based questions** — ensure you have a selection of competency based questions included to test real-life situations, past experience, evidence of behavioural traits and competency.

**Don't judge a book by its cover**—sometimes it's a person you think least likely who is the best match for the role.

Be **realistic** on the job needs—when someone leaves it is easy to want their exact replacement, but what attributes, knowledge, skills, qualifications, does the job actually require in order for someone to undertake the duties?

People don't like being uncomfortable—put candidates **at ease** to get the best out of them

Are there any **gaps** in their employment history? Why is this? Can they explain?

Can you be assured of the person's fit for the role by simply interviewing, or does this role require some **practical assessment** to fully determine a candidate's competency?

Remember—**skills can be learned** but personal values, ethics, personality cannot. Consider the role and consider what is most important. Is it a caring role which requires people skills, or is it an office role which requires computer skills?

An interview is a candidate's opportunity to decide if they want to work for you—it's important the interview process is professional and they can ask questions.

Carefully consider the attributes **REQUIRED** for the job and focus on these when interviewing—it's easy to get side-tracked by an interesting, but irrelevant story.

**Be careful not to discriminate, or apply any stereotypes!** For instance, candidates who may have a disability should have the same interview experience as someone who does not, meaning mindfulness must be applied to any reasonable adjustments required. Just because someone is older do not assume they can't use technology.

Use the **shortlisting matrix** to select candidates for interview, and then the **interview assessment form** to score candidate performance fairly and consistently against pre-agreed questions.