

PARTIAL IN-HOUSE RECRUITMENT PROCESS

1. Identify Position Description.
2. Identify Key Role Functions and related Tasks.
3. Identify Selection Criteria.
4. Engage Consultant to advertise the position and to follow up with Position Description, Key Functions and Tasks, and Selection Criteria to interested applicants with closing date for application.
5. Appoint a Selection Panel and appoint the Chair – decide if independent members should be included.
6. Selection Panel writes questions that align with selection criteria, functions, issues and roles as well as qualifications, experience, and potential to perform the role.
7. After closing date, read and assess each candidate's strengths and weaknesses profile in line with Performance Criteria and Qualifications, Experience, and Potential to Perform the Role.
8. Identify a short list –three to five applicants if possible.
9. Assess questions against any relevant aspects of each applicant's profile.
10. Plan how interviews will run:
 - a. Who will ask which question?
 - b. What sort of notes will be written?
 - c. How do we spread interview times? E.g. Time for Panel discussion following each interview?
 - d. Do we have interviewees read the questions prior to the interview?
 - e. Do we allow any follow up questions?
11. Decide how we will rate applicants on both applications and interviews.
12. Set dates and times for interviews and have Consultant communicate to all applicants as to whether they have made the short list or not and to those on short list, interview date and time.
13. Have Consultant book travel arrangements for short listed applicants as well as accommodation.
14. Conduct interviews.
15. Rate each interviewee on application and interview.
16. Conduct psychological assessment on preferred candidate and two referees.