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## Competency Based Recruitment and Selection Methodologies in the Public Sector

### Courses Overview:

Recruitment and selection can be a very expensive and time-consuming process, however, there is evidence that employing the latest recruitment and selection methodologies and techniques increases the likelihood of successfully recruiting the best candidate for any intended role.

The program will explore many techniques that will most certainly transform your competence as a recruiter or interviewer in either recruitment/selection or development and appraisal opportunities.

This program is designed to provide participants with an understanding of job analysis and job evaluation. Participants will consider how jobs can be applied to the design, development, and implementation of pay and grade structures. Participants will also explore how different compensation systems can be applied to pay and grading structures and in particular the link with broader issues of employee motivation.

The use of competencies can be of great help in understanding behaviour and ensuring that the right people are in the right jobs and the right techniques are used to motivate them. This course will show you how to achieve this.

### Course Objectives:

**At the end of this course, the participants will be able to:**

- Define a competency and understand the distinction between competencies, skills, and tasks
- Describe how to use competencies in public and private organizations
- Understand the difference between Leadership competencies, technical competencies and Behavioral competencies
- Link competencies to organizational objectives and values – manage not only what staff do but how they do it
- Use competencies for recruitment and assessment; development; talent management; performance management and succession planning
- Acquire competency in job evaluation techniques
- Understand job analysis and evaluation techniques
- Understand the stages involved in a job analysis and job evaluation project

- Examine numerous interviewing techniques and practice the process of behavioural or targeted interviewing.
- Discuss potential outcomes when using a variety of approaches to recruitment and selection
- Consider a variety of techniques and methodologies to differentiate the excellent from 'the average' candidate using Competency frameworks.

**Course Coverage:**

**Topic 1: The Links Between HR and Competencies:**

- What are competencies?
- What support should managers, team leaders, and supervisors get from HR?
- And what should they take responsibility for themselves?
- Values, Strategy and HR
- Different methods of developing a competency framework – behavioural event interviewing, repertory grid interviews, top management judgment, focus groups
- Getting "buy-in"
- An HR Management Framework Based on Competencies
- Technical, Behavioral and Leadership Competencies

**Topic 2: Competencies and Recruitment:**

- Competency design – definitions, negative indicators, positive indicators
- Recruitment and Selection
- Adapting a competency framework for use in recruitment
- The use of assessment centres in recruitment
- Examples of Assessment Centers Used in Further Education in the UK
- Induction, orientation, and personal development

**Topic 3: Job Analysis and Job Evaluation:**

- The corporate environment
- The HR role and line management responsibilities
- The use of behavioural competencies
- The need for job analysis and evaluation
- The relationship with wider reward management planning
- Change Management
- Compare various techniques to analyze specific jobs
- Examine different methodologies
- Designing appropriate job profile documentation
- Selecting benchmark jobs
- The role of the job analyst
- Collecting, recording and analyzing information
- The job analysis interview
- Completing the job profile document

**Topic 4: Analysis of Work and Job Descriptions is an Introduction to Performance Improvement:**

- Job analysis and its importance in modern organizations.

- Analysis of work and administrative performance.
- Methods of analyzing jobs in various organizations.
- Methods of work analysis.
- Describe functions and build optimal performance levels.

**Topic 5: Talent Management:**

- Attracting the right talent
- Competency-based Career Planning
- Management Succession
- Succession Planning
- Competency-based Training and Development

**Topic 6: The Use of Psychological Test Data in the Recruitment Process:**

- Coding example + syndicate exercise
- Examining the results including standardization and drawing conclusions
- Review of psychometric tests available in the selection and recruitment process
- Analyze and complete the MBTI Personality questionnaire
- The increasing use of Emotional Intelligence in the Recruitment process - Daniel Goleman's model
- Additional insights into personality profiling including case study
- Administration and guidelines for the use of psychometric testing

**Targeted Groups**:

- Head of Departments
- Recruitment Personnel
- HR Managers
- HR Professionals
- Professionals responsible for managing or supervising any type of person, group or team (especially in an organization using competencies

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