

Learning Assessment Guide

Unit Standard 23394 – Version 1

Plan for and carry out staff selection

Level 5 – 4 Credits

Assessment Summary			
Learner to complete			
Learner's name:			
Employer:			
NSN no. (ROL):		DOB:	
Signed:		Date:	
Assessor to complete			
<input type="checkbox"/> Meets requirements <input type="checkbox"/> More training required <input type="checkbox"/> More evidence required			
Assessor's name:		Assessor's No.	
Signed:		Date:	

Before you begin...

- As well as this Learning Assessment Guide, you may also want to refer to the unit standard from the NZQA website (<http://www.nzqa.govt.nz>).
- Read the Trainee Information Kit. The kit contains important information and guidelines for Learners and can be found on the Learning State website (<http://www.learningstate.govt.nz>) under Learners, then Learning Assessment Guides.
- Check the learning resources available for this unit standard on the Learning State website (<http://www.learningstate.govt.nz>) under Learners, then Learning Assessment Guides.

The tasks in this assessment are designed to show your assessor that you can:

- Plan for staff selection.
- Select staff.

This Learning Assessment Guide is made up of:

- Tasks for you to complete.
- Manager's Verification Form.
- Observation/Verification checklist that the approved observer or assessor will use to record your performance.
- Assessment Guide that the assessor will use to assess your competence.

Special notes relating to this unit standard:

- 1 This unit standard is for people who manage or seek to manage or supervise work teams.
- 2 Legislation relevant to this unit standard includes but is not limited to:
Employment Relations Act 2000
Human Rights Act 1993
Privacy Act 1993.
- 3 *Organisational requirements* are those, which are formally documented, and are available for reference in the workplace.
Staff selection may be internal or external to the organisation. For example, the selection may be to extend a project team from existing staff, or to appoint a new person to a position.
- 4 This unit standard will be assessed on the basis of evidence of demonstrated performance in the workplace, or in simulated situations that demand performance equivalent to that required in work.
- 5 This unit standard may lead on from Unit 1983, *Analyse work content and identify work group needs*, and from Unit 23395, *Participate in staff selection processes*. Unit 1297, *Interview in a formal situation* covers knowledge and skills that complement this unit standard.

Assessment Task One – Element 1

Introduction

Assessment task one is designed to assess your ability to plan for staff selection.

Instructions

- You may use a staffing vacancy that is current or one that you have selected staff for within the past twelve months.
- You will need to complete a staff selection plan that meets the following criteria. You must also provide any supporting documentation that is required.

Staff Selection Plan

1. Why is there a need for the position and how does this meet the objectives of the organisation?
 2. How does this position fit into the current budget?
 3. What are the requirements for internal and/or external staff selection?
 4. What are your options for sourcing applicants in terms of:
 - quality
 - service
 - cost effectiveness
 - accessibility to suitably qualified learners?
 5. *Position Description*
Your plan must include a description of the position. This must involve:
 - A description of the position itself.
 - Specification of the type of person required including knowledge, skills and behaviours.
 - Selection criteria. This must avoid partiality or bias.
 6. Obtain authorisations according to the requirements of the organisation.
 7. Organisational needs and legislative requirements must be considered throughout the plan.
- A Manager's Verification Form is provided. Please ask your Manager or Team Leader to sign this as evidence that the work submitted is your own.
 - Your assessor may wish to discuss your plan with you upon completion.

The completed assessment for task one will include:

- The completed staff selection plan.
- Supporting documentation.
- Completed Manager's Verification Form.

Manager's Verification Form

Name of Learner:			
Name of Verifier			
Position		Phone	

_____ (name of learner) is currently being assessed toward unit standard 23394 – Plan for and carry out staff selection.

The learner has been asked to complete a staff selection plan for a current vacancy or one that they have filled within the past twelve months.

Your confirmation is sought that the staff selection plan: (circle)

- is the learner's own written work Yes / No
- has identified appropriate knowledge, skills and behaviours for the position Yes / No
- has taken into account budgetary guidelines and costing Yes / No
- has identified the requirements for internal and/or external staff selection, and has identified appropriate options for sourcing applicants Yes / No
- has developed a position description, person specification and selection criteria that avoids bias and partiality, and is consistent with the needs of the organisation and legislative requirements Yes / No

Comments:

The assessor may contact you to discuss the learner's performance.

Signed:

Date:

Thank you for your assistance.

Assessment Task Two – Element 2

Introduction

Assessment task two is designed to assess your ability to select staff.

Instructions

- This task follows the process screening, short listing and interviewing learners. Tasks you are required to complete include:
 - Procedures for screening, short-listing and interviewing learners.
 - Gathering evidence for assessing learners.
 - Communicating selection recommendations.
 - Communicating selection decisions to learners.
 - Completing documentation relating to selection and employment of staff.
- If you are using a position that has previously been filled, ask your Manager to complete the attached Observation/Verification Form to confirm that you have followed the process.
- If you are using a current vacancy, discuss with your assessor a suitable person to observe you as you go through the process. That person must complete the Observation/Verification Form.
- Your assessor will discuss the process with you upon completion of the task.

The completed assessment for task two will include:

- The completion of the 'Observation/Verification Checklist' by the learner's manager or approved observer.
- Assessor's notes where required.

Staff Selection Observation/Verification Checklist

(For use by manager or approved observer)

Name of Learner:			
Name of Verifier			
Position		Phone	

_____ (name of learner) is currently being assessed toward unit standard 23394 – Plan for and carry out staff selection.

Please indicate if the learner has met the criteria either currently or during the past twelve months. Use the space to add comment for feedback to the learner and for moderation purposes.

Observed that the learner:	Observer comments	Yes / No
<p>Uses at least two procedures for screening, short-listing and interviewing of learners that comply with current legislation and the requirements of your organisation.</p> <p>Examples of procedures may include:</p> <ul style="list-style-type: none"> ○ interviewing methods and skills. ○ reference assessment and checks. ○ selection tests. 		
<p>Has assessed learners against agreed specific criteria.</p>		
<p>Makes selection choice using at least three sources of evidence.</p> <p>Evidence may include:</p> <ul style="list-style-type: none"> ○ Applications ○ CVs ○ References ○ Previous performance evidence ○ Test results ○ Assessment interview schedules. 		
<p>Makes recommendations and identifies future potential of selected learners. This information is communicated to the appropriate individuals in the agreed format and timeframe.</p>		

Observed that the learner:	Observer comments	Yes / No
Informs the learners regarding the selection decisions accurately at each stage of the process.		
Completes documentation relating to selection and employment of staff in a way that protects the employee and employer's legal rights and complies with organisational requirements. In order to protect each parties rights, the documentation must meet statutory requirements, be consistent with legislation and not compromise legal termination of employment at a later date.		

Assessor / Observer:

Signature:

Date of observation:

Assessment Guide

These are the evidence and judgements that your assessor will use to assess your competence in unit standard 23394.

Task / Element	Evidence required	Judgement
<p><i>Task 1 / Element 1</i></p> <p>This task involves the learner planning the staff selection process.</p>	<p>The completed staff selection plan.</p> <p>Supporting documentation.</p> <p>Completed Manager's Verification Form.</p>	<p>Learner identifies the need for the position in line with organisational objectives.</p> <p>The required knowledge, skills and behaviours are identified in the plan.</p> <p>Learner takes budgetary guidelines and costings into consideration. This is noted in the plan.</p> <p>Learner identifies the requirements for internal and/or external staff selection.</p> <p>Authorisations are obtained in line with organisational requirements.</p> <p>Learner creates a position description, which includes a person specification. Learner develops selection criteria that is consistent with the identified needs and legislation requirements.</p> <p>Learner identifies options for sourcing applicants. This must be in terms of quality, service, cost effectiveness and accessibility to suitably qualified applicants/learners.</p> <p>Learner uses selection criteria that avoids partiality or bias and does not artificially exclude applicants that would otherwise be competent.</p>
<p><i>Task 2 / Element 2</i></p> <p>This task involves the learner working through the staff selection process.</p>	<p>Completed Observation/Verification checklist.</p> <p>Assessor's notes where required.</p>	<p>Uses at least two procedures for screening. Short-listing and interviewing of learners that comply with current legislation and the requirements of your organisation.</p>

Task / Element	Evidence required	Judgement
		<p>Examples of procedures may include:</p> <ul style="list-style-type: none"> ○ interviewing methods and skills. ○ reference assessment and checks. ○ selection tests. <p>Learner has assessed learners against agreed specific criteria. Learner makes selection choice using at least three sources of evidence.</p> <p>Evidence may include:</p> <ul style="list-style-type: none"> ○ Applications ○ CVs ○ References ○ Previous performance evidence ○ Test results ○ Assessment interview schedules. <p>Learner makes recommendations and identifies future potential of selected learners. This information is communicated to the appropriate individuals in the agreed format and timeframe.</p> <p>Learner informs the learners regarding the selection decisions accurately at each stage of the process.</p> <p>Learner completes documentation relating to selection and employment of staff in a way that protects the employee and employer's legal rights and complies with organisational requirements.</p> <p>In order to protect each parties rights, the documentation must meet statutory requirements, be consistent with legislation and not compromise legal termination of employment at a later date.</p>