This Recruitment and Selection plan guide is provided to assist in “getting recruitment right”. The aim of any recruitment strategy is to attract, select and to keep the best person for the job.

Fundamental to the recruitment and selection exercise is the procurement Job and Person specifications which provides the formal outline of the position, describes the location of the position within the business unit, the function and purpose of the position, and the expected outcomes associated with it. The Job and Person specification also importantly lists those attributes, qualifications and special conditions that an individual must have to enable them to achieve the outcomes of the position.

The Recruitment and Selection Plan – Procurement provides the steps from the candidate application development and submission stage to the final selection decision. The job and person specification (refer attachment 1 example) is fundamentally linked to the Recruitment and Selection Plan – Procurement and the following processes are provided below as the guide:

**Step one:** The most important step in the recruitment process is to get the employment brief correct so there is a clear understanding of what you're looking for in a candidate. Use of this Job and person specification provides the framework for the application development, submission and selection process (refer guide #2, attachment 4, compiling procurement job and person specifications). This step will assist in identifying and detailing the essential criteria and / or special conditions relating to the position to be filled.

Attraction: Accessing quality applicants can be via advertising internally and / or externally. The external medium provides many opportunities and will generate a range of good and poor quality applications. The internal lateral recruitment strategy in 2009 will be the preferred option for a number of selection exercises.

The step one section in general provides a self-selection checklist for targeted employment strategies as required and directs candidates through the formal application process.

**Step two:** As appropriate use the program eligibility selection checklist for special candidate eligibility and the prescribed written application process and applications received to construct a shortlist of suitable applicants for interview.

**Step three:** From the list of shortlisted candidates construct an interview panel and interview process.

The formal interview process can vary and models and examples are provided. Once a method has been identified interviews can then be scheduled and the most appropriate interview and assessment process implemented.

**Step four:** The reference checking process is important for all potential employees. This final step is one of the most critical things you can do to ensure that what you see is what you'll get, do not underestimate this important part of the process to validate some of your findings, thoughts and feelings.