MANAGEMENT ANSWERS

CONTINUALLY REVIEW STAFF SELECTION PROCESSES

Candidate Name……………………………….........................

DESCRIBE HOW YOU CONTINUALLY REVIEW STAFF SELECTION PROCESSES

I continually review staff selection processes through the following processes

MANAGEMENT MEETINGS

In the Management Meeting, usually once a month, an agenda is set and each issue is discussed. One agenda could be on recruitment and new colleagues, where the issue is discussed, if anyone has any thoughts on improvements and changes, this is a forum for them to discuss the prospective changes and move the process forward

STAFF MEETINGS

Usually every 3-6 months, staff meet in total to discuss any issue they wish, and if the subject of recruitment and selection is raised, then if there is a good idea to take away and digest, then this forum would be a valid vehicle for change

INTERVIEWS

The interview format may be discussed by the selection panel and the candidates, to see if there are ways that can be improved, make the process less threatening and more inclusive, it can be part of the feedback that comes from the candidates, 'The questions were phrased in such a way I did not understand what was being asked of me', may lead to a review of how individuals are questioned

POLICY AND PROCEDURE REVIEW

This is done six monthly or as when required. A review is conducted of all policy and procedures to see if the are contemporary or whether in the passage of time become historical and unenforceable.

COMPLAINT

It is possible that after an interview a complaint is made about how the interview went, and say the questioning was technical and unfair, and after discussion with other candidates felt that they had harder questioning, therefore it was nor a 'level playing field'. If the investigation of the complaint was found to be proved, then changes would take place in the system