

Key selection criteria



Name: Course: Tutor: Date: Key Selection Criteria The human resource management of any organization has the mandate and the responsibility of appointing and employing the right staff in order to make sure that the organization brings forth the maximum quality and quantity output of products and services (Marder-Clarke 5). The human resource managers have the responsibility of gaining full knowledge of the job in question, the qualifications and skills needed in order to get the maximum output from that particular position. The following is the criteria used to recruit employees applying for four positions in Sungrabber Pty. Production Worker The criterion required here is specialized or technical knowledge (Borger 16). The applicant should be able to verify the ability to use tools, techniques, skills and knowledge in order to finish the given tasks and fulfill the allocated responsibilities in adherence to the set standards.

The applicant should also prove that he/she has the ability to adhere correctly to the needed technical procedures in order to attain quality requirements. The applicant should be able to demonstrate the ability to create and implement research activities using appropriate methodologies. The applicant should possess a wide-ranging ability in order to offer the needed guidance and assistance to the staff and the customers using the modern technical knowledge (Handout 5).

Key selection Criteria: Specialized or technical skills Job Title: Production Worker Department: Production Responsible to: Team Manager Responsible for: N/A Essential weighting SC 1 Ability to relate to and lead team members 20% SC2 ability to work in alternation with optimum aptitude 20% SC3 Able to accept responsibility for the quality of work 20% SC4 Possession of good

welding, plumbing and electrical skills 20% SC5 Possession of sound physical Stature and fitness 20% Administration Officer The criterion required here is the organizational understanding criterion (James 25). The applicant should demonstrate the ability to use administrative procedures appropriate to the area of work correctly and consistently. The applicant should prove that he/she has the ability to complete the relevant forms and documents accurately in order to ensure that the procedures are adhered to. The applicant should prove that they have the ability to comprehend and apply all the regulations that are in line with the area of work. He/she should be able to demonstrate the ability to comprehend and use systems of communication that are set within the organization.

The applicant should also be able to show the ability to apply legislation, organization procedures and policies, which make and influence the work activities. Key Selection criteria: Organizational Understanding Job Title: Administration Officer Department: Finance and Administration Responsible To: Line Manager Responsible for SC1 Ability to lead and relate to subordinates as well as team members 20% SC2 Able to perform administrative duties 20% SC3 Able to comprehend and to apply the regulations 20% SC4 Possession of good physical health and fitness 20% SC5 Able to perform basic office tasks 20% Production Manager The selection criterion used here is team and staff management (handout 5). The applicant should be able to demonstrate the ability to plan, organize, lead and control the staff in order to attain quality results. The applicant should confirm that he/she has the ability to give clarity in the responsibilities and roles to be done and can offer the needed guidance and advice to the staff on the

performance expected. He/she must verify that they can put up challenging yet realistic standards and goals with the individual members in order to be accountable for their performance.

He /she must show that they can communicate clearly to the team members concerning their tasks in order to attain the desired results. The applicants must show a high-level ability to manage sensitively, issues of discipline with the subordinate members in order to minimize issues of conflict among the staff. He/she must be able to demonstrate the ability to mediate constructively in situations of conflict in order to reduce conflicts in the team (Bohlander & Scott 52). The applicant must possess the ability to keep awareness of personal requirements of the members of staff in order to maximize on the productivity of the individuals. He/she must be able to demonstrate the ability to guide the members in a confident way in order to support services appropriately. He /she must also be able to prove that they possess the ability to provide a workplace that is harassment free and a climate for EEO for the team/staff members. This improves the working environment. The applicant should prove that he/she could practice decision-making that is participative in a team.

He/she should prove that they could offer timely information to the subordinate staff on work results affected by the environment. Key Selection

Criteria: Team or staff Management Job Title: Production Manager

Department: Production Responsible to: Owner Manager Responsible for:

Team members SC1 Able to work with and lead teams 20% SC2 Able to ensure efficient and high standard production 15% SC3 Able to establish TQM philosophy successful in the company 15% SC4 Possession of good

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physical health and fitness 15% SC5 Ability to remain updated on advancing production technologies 15% Human Resource The criterion needed here is the decision-making criterion (Jarray 10). The applicant must demonstrate the capacity to identify and elaborate the nature of the situation in order to collect the needed information for decision-making. He/she should also demonstrate the ability to consider the presented options and issues that guide in making informed decisions.

The applicant should experience in choosing the most relevant ways of resolving situations. He/she should also prove that they possess the ability to point out and elaborate thoroughly and accurately the cause and the extent of a given situation in order to find an appropriate solution. He /she should demonstrate the ability to make decisions that are timely in order to attain the set goals of the organization. The applicant should also possess the extensive ability to collect, select, analyze and evaluate information efficiently in order to come up with options, which are realistic. Key Selection criteria: Decision-making Job Title: Human Resource Officer Department: Human Resource Responsible To: Lime Manager Responsible for: Employees SC1 Able to effectively organize and communicate healthy working place strategies 20% SC2 Able to improvise effective leadership strategies of an increasing workforce 15% SC3 Able to analysis human resource needs of a dynamic organization 20% Sc4 Proficiency in selection and recruitment of workforce 20% SC5 Ability to create and steer beneficial industrial relations 20% SC6 Able to select, collect evaluate and analyze information 5%

Conclusion These criteria used will ensure that the applicants selected fulfill the descriptions of the targeted positions. The required outcome will be

achieved thus satisfying the employees and the organization. They will also ensure that the recruitment process is fair to both the applicants and the organization in question.

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Selection Criteria Guidelines.