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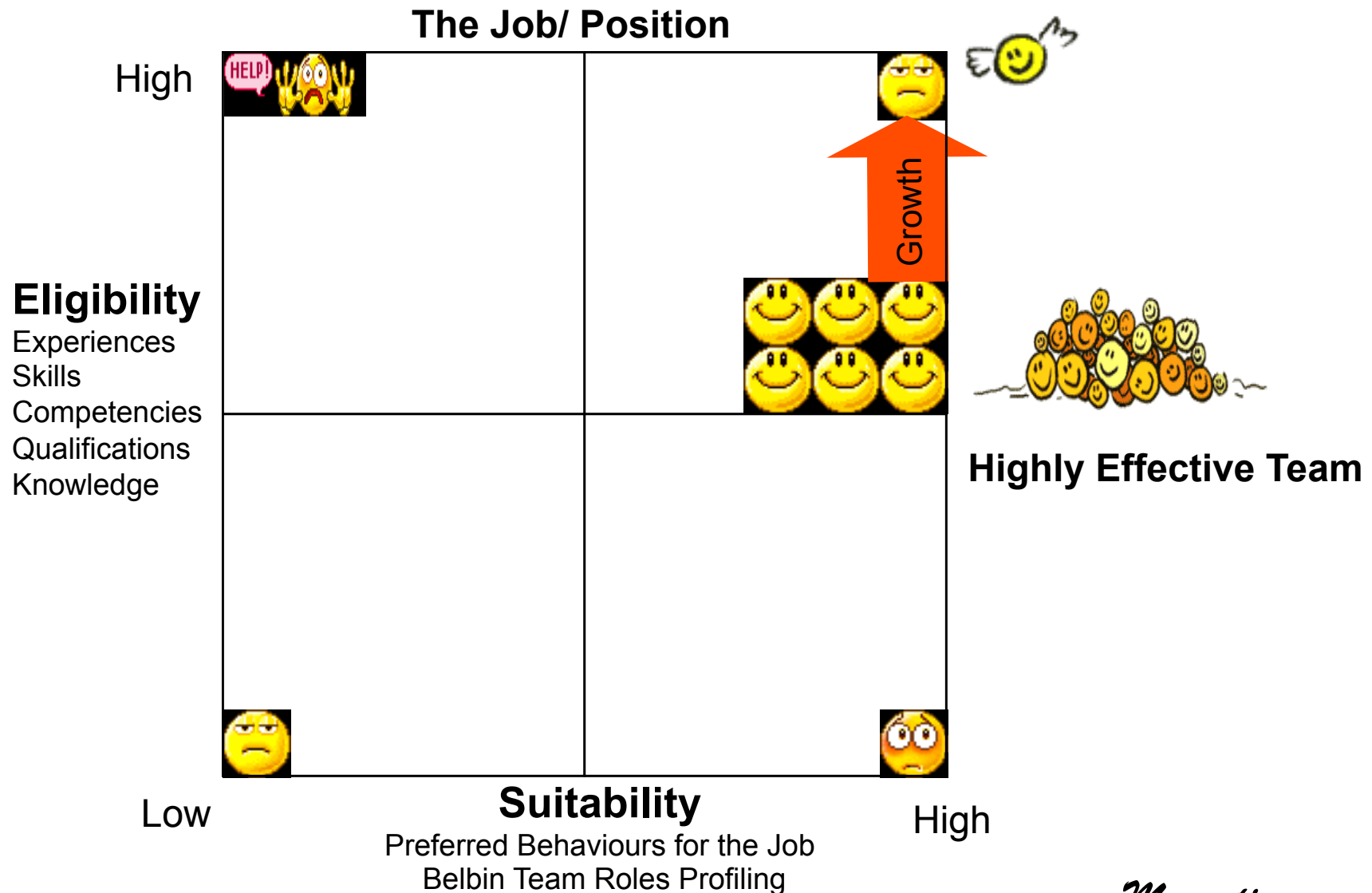
# Overview of a New Recruitment Process Based on Eligibility & Suitability

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## Recruitment Process - Goals

- ✓ Employ the right people for the right job and team
- ✓ Compliment subjective judgements with increased objectivity
- ✓ Candidate selection based on “eligibility” and “suitability”
- ✓ Select people more likely to be successful and enjoy the job
- ✓ Minimise the likelihood of new recruits clashing with a great team
- ✓ Utilise management time effectively and efficiently for recruitment
- ✓ Have a structured process that’s easy to understand and use
- ✓ Have a two-way recruitment process that is mutually enjoyable for all
- ✓ Increase management understanding of how to better manage and train new recruits

# Recruitment Basis – Eligibility and Suitability



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# Judging Suitability - Belbin Reports For Recruiting

## ✓ Individual Team Role Reports

- Derived from the Self Perception Inventory (SPI) + Observers
- Used in recruiting to understand a candidate's natural behaviours
- Used to compare with the Job Profile and other team members

## ✓ Job Reports – Specifications & Expectations

- A Team Role profile of a job, showing the top team roles desired in the ideal candidate
- Also used as the basis for writing a job brief/ ad.

## ✓ Job Suitability Report

- A comparison of a candidate's team role profile with the profile for the Job
- Used in recruiting to judge the suitability of a person for the job

## ✓ Working Relationship Report - between two people

- Comparing/ Contrasting two people's SPI's
- Used in recruiting to raise any “red flags” in bringing the person into the team
- Used to understand how to more effectively manage the new recruit

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## Judging Eligibility of Candidates for a Job

- ✓ **First and foremost there must be a good job description**
  - State key duties, responsibilities and authorities of the job
  - State physical or vision aspects of the job
  - State key skills, experiences, qualifications, competences and knowledge required
  - State key attributes required of an individual (Driving license, ability to travel etc.)
  - State required training to be given
  - State how performance will be measured
  
- ✓ **The aim of the job description should be to enable anyone to understand what the job entails, what skill sets are needed and how performance will be judged.**
  
- ✓ **Draft Competency Screening check list(s) to be used in recruiting**
  - Example – Technical Screening Questionnaire
  - Example – Minimum Ideal Profile
  
- ✓ **All these are the responsibilities of the manager supervising the role**

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## Summary

- ✓ Using both Eligibility and Suitability brings more objectivity into hiring the right people
- ✓ Using Belbin Team Roles increases the likelihood of hiring the right person for the right job and team – thus increasing chances for individual, team and company success
- ✓ Screening for Eligibility and Suitability early in the process ensures a focus on fewer “suitable” candidates and reduces time spent interviewing “unsuitable” candidates
- ✓ Using a defined process portrays a more professional image to both candidates and recruiters.
- ✓ Using Belbin Team Roles enables people to
  - **better understand themselves and others**  
leading to
  - **a more constructive and positive approach in working together**  
resulting in
  - **better outcomes and increased working effectiveness**