

Public Sector Recruitment & Selection

- FOCUS:** Selecting the best person for the job – within the “rules”
- TARGET:** Members of Selection Panels
- INCLUDES:** Essential Information about Capability Frameworks
- ALIGNMENT:** Capabilities 1,2,3,4 & 5, Capability & Leadership Framework (QPS) and Clusters 1,2,3,4 & 5, Integrated Leadership System (APS)

CONTENT

- Design and implement an effective merit selection process
- Adopt current best practice
- Appreciate new flexibility
- Integrate capability frameworks (eg Qld Govt CLF and Aust Govt ILS)
- Learn efficient shortlisting techniques— assessing resumes and 2 page statements
- Develop great interview questions
- Get the best from job applicants
- Elicit frank referee comment
- Make the right decision
- Deliver frank post selection feedback
- Protect against successful appeals

LEARN FROM

- Highly skilled and experienced facilitators
- Our experience with more than 5000 public sector selection panels since 1996
- Up-to-date knowledge of both Queensland and Australian Government recruitment

OUR APPROACH

- Interactive workshop
- High quality resource material
- Expert advice from people who have “been there, done that”

OUR TRAINING TEAM

Angela Bryan, Jane Woodland and Ann Mills all have a wealth of government recruitment experience together with outstanding facilitation and coaching skills. They share a passion for supporting job applicants to perform at their best in the selection process and freely share their experience, enthusiasm and encouragement.

PROGRAM DETAILS

Location: Brisbane

Dates: Thursday 29th March 2012
Tuesday 5th June 2012

Format: 1 day workshop

Fees: \$440.00 including GST

Early Bird and Group discounts available.

REGISTER NOW online at
www.meritsolutions.com.au
OR via email to
training@meritsolutions.com.au

For more information, ring 3220-1166 or visit www.meritsolutions.com.au

Short sessions are available for Queensland Government employees adapting to the new Capability & Leadership Framework

FEEDBACK

“Thank you for allowing the opportunity to provide clarity and a safe environment so I felt at ease”

“Facilitator’s experience on selection panels provided very good advice”

“Communication style was excellent. Really easy to discuss issues and concerns. Presenter has lots of relevant experience”

“The resource book was easy to read with plenty of examples for both higher & lower level classifications”