

# Best Practice Recruitment and Selection

*Practical training for public sector selection panels.*

- FOCUS:** Selecting the best person for the job and your organisation  
**TARGET:** Managers and potential members of Selection Panels  
**INCLUDES:** Essential Information about Capability Frameworks

## CONTENT

- Design and implement an effective merit selection process
- Adopt current best practice & flexibility
- Reduce timeframes and excessive process
- Integrate capability frameworks
- Learn efficient shortlisting techniques
- Develop great interview questions
- Consider other selection techniques
- 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

Our training team has a wealth of government recruitment experience together with outstanding facilitation and coaching skills. They combine a commitment to merit-based selection processes with practical experience in Government.

## PROGRAM DETAILS

- Location:** Brisbane  
**Format:** 1 day workshop  
**Fees:** \$462.00 incl. GST  
*Early Bird discounts are available.*

### REGISTER NOW

- Online:** [www.meritsolutions.com.au](http://www.meritsolutions.com.au)  
**Email:** [training@meritsolutions.com.au](mailto:training@meritsolutions.com.au)

For more information, ring 3220-1166 or visit our website.

Our workshops are also available in-house. This can be a cost effective option for large groups and are tailored to your organisation's needs.

Please contact us to enquire about availability and pricing.

## 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”*