

<b>Title</b>	<b>Assess applicants for staff selection</b>		
<b>Level</b>	<b>4</b>	<b>Credits</b>	<b>3</b>

<b>Purpose</b>	<p>This unit standard is for people who assist in the selection of staff in an organisation. It is designed primarily to recognise current competence in people who have experience in assisting in the selection of staff in authentic contexts, perhaps as part of their work.</p> <p>People credited with this unit standard are able to assess applicants for staff selection in accordance with organisational requirements.</p>
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<b>Classification</b>	Business Operations and Development > People Development and Coordination
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<b>Available grade</b>	Achieved
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### Explanatory notes

- 1 Unit standards in the People Development and Coordination domain are about engaging with and leading people to achieve outcomes as individuals and teams.
- 2 People will be assessed for this unit standard on evidence from authentic experience in an organisational context, with all the expectations and possible consequences of that context. The context may include but is not limited to:
  - the candidate's workplace
  - where the candidate is a volunteer
  - a cultural, community, or sporting organisation
  - a special event.
- 3 The assessment context for this unit standard must be suitable to meet the criteria for Level 4 in the NZQF Levels Descriptors, which are available by searching for "levels descriptors" at [www.nzqa.govt.nz](http://www.nzqa.govt.nz).
- 4 *Organisation* refers to a specific entity which may be – in private, public, or community and volunteer sectors; a business, a discretely managed unit within a larger entity, a Māori organisation, or a special-purpose body.  
*Organisational requirements* may include but are not limited to:
  - organisation purpose and/or direction
  - organisation policies and processes
  - compliance: legislative/legal, health and safety
  - risk management
  - sustainability.

*Legislative/legal* refers to requirements that derive authority from legislation and/or the law.

- 5 Legislation relevant to this unit standard includes: Health and Safety in Employment Act 1992, Employment Relations Act 2000, Human Rights Act 1993, Privacy Act 1993, and any other legislation relating to the organisation and/or its operations.

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## Outcomes and evidence requirements

### Outcome 1

Assess applicants for staff selection.

### Evidence requirements

- 1.1 Applicants are assessed against specified criteria and selection choice is justified from evidence gathered, in accordance with organisational requirements.
- Range assessment may include but are not limited to – screening, short listing, interviewing, reference assessing, reference checking, selection testing; evidence of at least two is required.
- 1.2 Assessment of applicants is conducted in accordance with organisational requirements.
- 1.3 Selection recommendations are communicated to person(s) with authority to appoint staff, in accordance with organisational requirements.

<b>Planned review date</b>	31 December 2016
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### Status information and last date for assessment for superseded versions

Process	Version	Date	Last Date for Assessment
Registration	1	18 December 2006	31 December 2014
Review	2	17 November 2011	N/A

<b>Consent and Moderation Requirements (CMR) reference</b>	0113
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This CMR can be accessed at <http://www.nzqa.govt.nz/framework/search/index.do>.

### Please note

Providers must be granted consent to assess against standards (accredited) by NZQA, before they can report credits from assessment against unit standards or deliver courses of study leading to that assessment.

Industry Training Organisations must be granted consent to assess against standards by NZQA before they can register credits from assessment against unit standards.

Providers and Industry Training Organisations, which have been granted consent and which are assessing against unit standards must engage with the moderation system that applies to those standards.

Requirements for consent to assess and an outline of the moderation system that applies to this standard are outlined in the Consent and Moderation Requirements (CMR). The CMR also includes useful information about special requirements for organisations wishing to develop education and training programmes, such as minimum qualifications for tutors and assessors, and special resource requirements.

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### **Comments on this unit standard**

Please contact the NZQA National Qualifications Services [nqs@nzqa.govt.nz](mailto:nqs@nzqa.govt.nz) if you wish to suggest changes to the content of this unit standard.