

ASSESSMENT ITEM 3: PRESENTATION - HR PORTFOLIO, SELECTION CRITERIA AND ROLE PLAY [25%]

Reference:

1. Adapted from Selection Decisions, pp 131-138 in Nkomo, S. M., Fottler, M. D., McAfee, R. B. (2008) Human Resource Management Applications: Cases, Exercises, Incidents, and Skill Builders, 6th Edition
2. Selection Criteria adapted from Practical Exercises: Graduate trainee selection at Yarra Bank, pp 269–271 in Stone, R. J. (2010) Managing Human Resources, 3rd Edition

Aim: Develop a list of key selection criteria for an upcoming vacancy and to role play the job interview.

Due: Week 10, Electronic Submission by **11.59pm on Friday 27/5/2022**

Learning Objectives

- To help you develop skills in developing selection criteria and evaluation measures
- To make you aware of the complex criteria often used to select candidates
- To help you develop skills in planning and implementing semi-structured interviews
- To give you practice in preparing for the selection interview

Instructions

1. Choose **ONE** of the Job Descriptions you and your group members developed in Assessment Item Two.
2. Develop a list of key selection criteria for an upcoming vacancy in this position in terms of experience, qualifications, skills/abilities, personal qualities and special requirements.
3. Outline how you would evaluate the candidates on each criterion.
4. Develop a list of interview questions and answers that you would use to validate the claims of an applicant for the position.
5. **Record your 10-minute role play** – allocate each group member a position on either the interview panel or as the candidate. All group members should contribute to the role play e.g. it should not be left up to the person who is role playing the candidate to come up with all the answers in the interview – they are just presenting the answers – this is a group presentation and marks are allocated accordingly to the whole group.

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