

Recruitment and Selection Training Self Assessment

A. Personal and Current Employment Details

1. Name: _____

2. Current position: _____

3. UNSW work unit: _____

4. Email: _____

5. Phone number: _____

B. Previous Recruitment and Selection Training History

6. Have you completed recruitment and selection training: Yes
No

7. When did you attend training?

- In the last year
- One to two years ago
- Two to five years ago
- More than five years ago

8. Which organisation provided your recruitment and selection training?

9. What was the duration of the recruitment and selection training you attended?

- Less than one day
- One day
- One to two days
- One week
- Other (please specify) _____

10. Please specify the format of your training eg. Face-to-face, online etc

C. Recruitment and Selection Experience

11. When did you last participate in recruiting and selecting staff?

- Within the past six months
- Six months to a year ago
- One to two years ago

12. In the past five years how many times have you been involved in the recruitment and selection of new staff?

- Once
- One to three occasions
- Three to five occasions
- More than five occasions

13. What interview format was used?

- Individual interviewer
- Panel interview
- Other (please specify) _____

14. In the past two years which of the following areas of recruitment and selection have you participated in?

- Preparing position descriptions
- Preparing advertisements
- Developing selection criteria
- Shortlisting applicants
- Preparing interview questions based on selection criteria
- Interviewing applicants
- Referee checks
- Providing feedback to unsuccessful applicants
- Other (please specify) _____

D. Assessment

When you lodge this questionnaire, an OSDS consultant will assess your level of training and experience in recruitment and selection. The consultant will then contact you with a development plan to ensure you meet UNSW requirements for participating in selection committees.

Please send your completed questionnaire to fax number 02 9385 1088 and for further enquiries please contact Carolyn McIntyre at c.mcintyre@unsw.edu.au

Thank you