Task Two – Simulated interview

Appointment to the newly formed people team is not yet complete and your manager is keen to involve you in the selection of a People Assistant and has asked you to work as part of a team to:

- Devise selection criteria for the post of People Assistant using the job description (Appendix A). Use the selection shortlisting matrix (Appendix B) to shortlist applications against the selection criteria to determine candidates to be interviewed. (AC 2.2)

- Interview one applicant and decide whether they meet the criteria for the post. The interview could be a panel or one-to-one interview. The interview could be conducted face-to-face, by telephone or by web conferencing. (AC 2.3)

It was decided in our What's App group chat that we would try and meet at least once a week via video call to discuss and plan for our group interview. It was suggested that we plan an agenda for what we were going to discuss before hand on a working document and update this after every meeting on how the meeting went. Which is located here: https://docs.google.com/document/d/1pc7XWX8vSs1I_O8XvypY4p2l5jwLQtzeleIWCgYR-xU/edit?usp=sharing

I took it upon myself to suggest to the group the agenda for every week for what I felt was necessary and the working document that was submitted as group evidence is colour coded via names so we can see who has brought their ideas to the group. I believe I was very instrumental in deciding what we were going to discuss for each agenda, which can be seen in the text highlighted in yellow in the working document.

Whilst we all had different opinions on deciding which candidate to choose, ultimately as a team we decided on candidate number one. This was because our joint opinion was that this candidate had more experience within the job role being advertised than the other candidates. Between this period. I filled out Appendix B for what I personally would believe to be desirable and essential skills in the candidate, which can be found below.

ATTRIBUTES	**ESSENTIAL**	**DESIRABLE**
Qualifications	5 GSCEs Grade C or above including Maths and English	Willingness to work towards a CIPD Qualification Level 3 or above.
Experience	Experience using Computer based systems e.g. Microsoft	Experience working in a HR/Administrative role before.

Knowledge	Up to date with HR legislation, regulations and employment law. Sound understanding of best practice in the workplace.	Working knowledge and understand of relevant company systems.
Skills	Ability to work within a team and to use their own initiative unsupervised when needed. Excellent communication skills. Transferable computer skills.	
Personal qualities	Positive 'can do' attitude. Flexible, committed and punctual. Solution focused. Proactive work-ethic.	Ability to work on themselves and accept feedback when necessary.

On the 3rd May, we each gave our own ideas for what we had placed in our templates and we all collectively reached a decision on what we have decided to be essential and desirable, as found below.

ATTRIBUTES	ESSENTIAL	DESIRABLE	TOTAL	CV 1	CV 2	CV 3
Qualifications	• Grade C or above in Maths and English • Willing to work towards the CIPD Level 3 or above qualification.	• HR/Business degree or relevant qualification.	E.g. 3	✓	✓	✗
		For example, CIPD CPP	E.g. 2			

Experience	• Substantial experience working in an administrative role	• Working in recruitment		✓	✓	✗
Knowledge	• Competent in Microsoft systems • Confidence with the understanding of the employee lifecycle	• Familiar with employment law and working on policies		✓	✓	✗
Skills	• Ability to work in a team and work on your own initiative. • Time management	• Promoting the company culture		✓	✗	✓
Personal qualities	• Willing to learn new skills • A 'can do' attitude • Confidential	• Results driven - measuring and recognising performance		✓	✗	✓
Additional Requirements	• Flexibility • Integrity and Honesty	no		✗	✗	✗
TOTAL SCORE						
Interview – Y/N						

Over the next few weeks upon meetings, we each decided on questions we would like to ask which was two questions each. Mari and I took it upon us to open and close the interview. I suggested that we came up with a table of success criteria that we can reference for points we are looking for in answers. I suggested we came up with references for score one, two and three.

On June 16th, we decided to have a recorded teams call to reflect back on the preparation we have done for the interview. Which can be found here: https://uowtsd-my.sharepoint.com/:v:/g/personal/2219187_student_uwtsd_ac_uk/EQRp33rhvUtDkMMw-lbAbrEBeoE0ESemQL04nHWyNzCspQ. We reflected

on how we felt we had worked together and decided to add any last-minute changes before the interview took place.

Overall, I worked well together as a team and the interview went well. I believe we all spoke a fair amount, and each had our own moment to ask questions. However, I believe we could have asked more in depth questions about the candidates previous experience, and we could have done this by having the CV in front of us whilst conducting the interview.