

Errata

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Title: BSBHRM506 Manage recruitment, selection and induction processes

Affected edition: Version 1.1 June 2015 (Changes are incorporated into Version 1.2 December 2015)

Page number: 119, 138, 143

Attachments
NEW p. 119, 138, 143: BSBHRM506 Manage recruitment, selection and induction processes

Please use the attached page to replace erroneous page in the above resource.

Aspire Learning Resources

Question 18: Explain the difference between consultative and collaborative processes and their integral part in the decision-making process.

Answer:

Marking: Satisfactory Unsatisfactory

Question 19: Why is it important to select and advise job applicants appropriately and according to organisational processes?

Answer:

Marking: Satisfactory Unsatisfactory

Question 20: Why is it important to manage the induction process?

Answer:

Marking: Satisfactory Unsatisfactory

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During the observation, the candidate was observed consistently performing the following tasks:		Satisfactory	Unsatisfactory
01	Considering own role in terms of its contribution to broader goals of work environment		
02	Selecting appropriate mode of communication for a specific purpose relevant to own role		
03	Using appropriate terminology and non-verbal features to present information and clarify understanding		
04	Seeking expert advice and skills training where required		
05	Analysing numerical information to determine employees' remuneration packages		
06	Using effective communication skills to liaise with a range of people across the organisation		
07	Drawing on a repertoire of open questioning and active listening when seeking feedback from others		
08	Developing recruitment, selection and induction policies and procedures and supporting documents		
09	Obtaining support for policies and procedures from senior management		
010	Communicating policies and procedures to relevant staff and providing training if required		
011	Making refinements to induction policies and procedures		
012	Complying with relevant legislation and organisational requirements		
013	Preparing and overseeing appropriate documentation required for recruitment		
Duration of observation:			

continued ...

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In my direct experience with the candidate, the candidate has consistently performed to the required work standard and has repeatedly over time demonstrated:		Satisfactory	Unsatisfactory
01	Considering own role in terms of its contribution to broader goals of work environment		
02	Selecting appropriate mode of communication for a specific purpose relevant to own role		
03	Using appropriate terminology and non-verbal features to present information and clarify understanding		
04	Seeking expert advice and skills training where required		
05	Analysing numerical information to determine employees' remuneration packages		
06	Using effective communication skills to liaise with a range of people across the organisation		
07	Drawing on a repertoire of open questioning and active listening when seeking feedback from others		
08	Developing recruitment, selection and induction policies and procedures and supporting documents		
09	Obtaining support for policies and procedures from senior management		
010	Communicating policies and procedures to relevant staff and providing training if required		
011	Making refinements to induction policies and procedures		
012	Complying with relevant legislation and organisational requirements		
013	Preparing and overseeing appropriate documentation required for recruitment		
Duration of observation: <input style="width: 400px; height: 20px;" type="text"/>			

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