



Hiring the Right Person Starts Here

Master the art of confident
recruitment decisions



Beyond Finding the Best Candidate

Can Do the Job

Ensure they possess required skills or learn quickly.

Fit the Organisation

Cultural alignment matters as much as capability.

Build Confidence

Systematic criteria eliminate guesswork from hiring.



Define Your Selection Criteria

01

Start with Person Specification

Copy items directly to maintain consistency.

02

List Essential Requirements

Identify must-have skills and qualifications.

03

Determine Assessment Methods

Plan how you'll evaluate each criterion.



Assessment Methods Matter

Having qualifications doesn't guarantee ability. Think beyond paperwork.

Driver Licence Example

Licence proves eligibility, not driving skill. Test with actual driving.

Create Job Tests

Design practical assessments that reveal true capability.

Practical Testing Approach

Real-World Scenarios

Test candidates in actual job situations.

Thoughtful Design

Invest time creating meaningful assessments.

Better Decisions

Proper testing leads to confident hiring.



Your Selection Toolkit

1

Selection Criteria Form

Structured template for consistent evaluation.

2

Example Documents

Reference materials to guide your process.

3

Expert Support

Professional guidance when you need it.

Need help? Contact [HR Unlocked](#) for expert recruitment advice.



Make Every Hire Count

Confident selection starts with clear criteria and thoughtful assessment methods.

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