



Competencies that are addressed:

PRIMARY COMPETENCY CATEGORIES:

- **Human Resource Management—**

Manages the process for aligning human capital with organizational goals.

- **Decision Making—**

Obtains and understands facts, weighs risks, and objectively prioritizes alternatives that result in decisive action.

RELATED COMPETENCY CATEGORIES:

- **Leadership—**

Drives business results by aligning the vision, mission, and values to enhance business value. Is able to enlist the willing cooperation of others, while tapping into their highest skills and abilities, to achieve desired results.

- **Results Oriented—**

Passionate about winning. Dedicated to achieving all-win solutions to situations.

Talent Selection: Criteria and Screening

SUMMARY

In both thriving and difficult economic times, leaders and human resource professionals are challenged to recruit the best talent. When unemployment ratios are high, numerous highly qualified individuals must compete for jobs alongside eager recent graduates and experienced retirees returning to the workforce. When unemployment is low, attracting the best of the best is equally difficult and important.

CONTEXT

Without a plan in place to identify and hire the right people, companies are putting themselves at great risk, having to endure both the measurable and non-measurable costs of high turnover. But how do you actually get the right people on board the bus and in the right seats? How do you develop firm and accurate job description, sift through the resumes, and effectively screen candidates so that you use your time wisely to interview only those with great potential?

At the completion of this module, participants will be able to:

- Design job descriptions and establish absolute and desirable criteria
- Screen resumes to identify highly qualified candidates
- Promote opportunities in a way that attracts top talent

“You need to wrap your arms around the people who will carry you through the tough times and bring you into the future. You also need to create an environment that is attractive to people who may be coming in to join your company in the future.”

—Sharon Taylor
Prudential Financial