

# Merit Selection and Special Measures

Learn about Merit Selection and Special Measures recruitment in the Northern Territory Public Sector to participate confidently on recruitment selection panels.

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Course Duration – 4 hours

Course Cost – \$150 pp

CLF level Alignment – All



Development Framework Alignment



## Overview

NTPS selection decisions must follow the merit principle, which is that the employment of a person: must be based solely on the person's suitability: *"to perform the relevant duties; and for employment in the relevant workplace; and for employment in the Public Sector."* A person's suitability is to be determined: *"having regard to the person's knowledge; and skills; and qualifications and experience; and potential for future development."*

This course will provide employees with the knowledge and skills to confidently participate on recruitment selection panels with an emphasis on finding the 'right applicant' for the 'right job' and the importance of a good SOFAAA (Selection Outcome Advice for All Applicants). The course has a practical focus, with specific instruction on Merit Selection and Special Measures in the NTPS.

## Who should attend this course?

The training is mandatory for any employee sitting on an NTPS selection panel. Merit Selection training must be undertaken every three years, even if an employee has undertaken the online eLearning module. The benefit of this training is a more in depth understanding of the merit principle and its application in recruitment in the NTPS.

## Topic Covered

- ◆ Merit Selection
- ◆ Special Measures
- ◆ Panel make-up and responsibilities
- ◆ Referees and best practise assessment methods
- ◆ Selection documentation

## Learning Outcomes

- ◆ Understanding the merit principle and how it is applied
- ◆ Understanding Special Measures in the NTPS
- ◆ Awareness of the NTPS Recruitment and Selection Policy
- ◆ Reviewing job descriptions
- ◆ Understanding the role and responsibilities of the selection panel
- ◆ Learning best-practice methods of shortlisting and assessment of applicants
- ◆ Identifying suitable referees and conducting referee checks
- ◆ Understanding natural justice and how it applies in selections
- ◆ How to document a selection process
- ◆ Why the Selection Outcome Advice For All Applicants (SOAFAA) is so important

## Prerequisite

N/A

## To find out more about this course contact:

Office of the Commissioner for Public Employment

Phone: (08) 8999 4129

Email: [PSAB.SRTraining@nt.gov.au](mailto:PSAB.SRTraining@nt.gov.au)