

# Merit Selection Training

Learn about merit selection and Special Measures in the Northern Territory Public Service (NTPS) so you can participate confidently on selection panels.

Course - 3 ½ hours duration and cost \$195.00

CLF level Alignment – All



Development Framework Alignment



## Overview

To be eligible to sit on a selection panel in the NTPS, selection panel members must have completed merit selection training within the previous three years. Merit selection training is suitable for all NTPS employees irrelevant of experience, level or classification.

This face-to-face training, facilitated by a subject matter expert from the Office of the Commissioner for Public Employment, is offered across the NT each year. The face-to-face training is the preferred and recommended option, with eLearning available for employees who wish to refresh their merit selection knowledge.

This course will provide employees with the knowledge and skills to confidently participate on a selection panel. The course emphasises the role of selection panel members in choosing the right applicant for the job, avoiding conflicts of interest, the requirement for rigorous pre-employment screening, documenting the selection outcome and how to write a clear and concise Selection Outcome Advice for All Applicants. The course has a practical focus, with specific instruction on merit selection and the application of Special Measures recruitment plans in the NTPS.

NTPS selection decisions must be based on merit. Merit means that the employment of a person must be based solely on the person's suitability:

- ❖ to perform the relevant duties;
- ❖ for employment in the relevant workplace; and
- ❖ for employment in the public sector.

A person's suitability is assessed on their:

- ❖ knowledge;
- ❖ skills;
- ❖ qualifications and experience; and
- ❖ potential for future development.

## Learning Objectives

- ❖ Understand the NTPS recruitment process;
- ❖ Understand how Special Measures recruitment plans are applied;
- ❖ Ensure the job description is compliant and current;
- ❖ Set up and responsibly participate in a selection panel;
- ❖ Conduct best practice applicant assessment, shortlisting and pre-employment screening;
- ❖ Identify suitable referees and conduct referee checks;
- ❖ Effectively document a selection outcome.

For further information please contact: Public Sector Appeals and Grievance Reviews

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