

## Assessing Capability - Activities

Remember from the video – suitability is a two way street.

The job needs to be right for the candidate and the candidate needs to be right for the job.

It can be easy to get excited. When you find “the one”. That CV, the profile of the absolute star. Excitement kicks in and, before e’ve even spoken to them, we’re already thinking they look perfect.

Then bias kicks in and we start to ask questions that help to endorse our “perfect candidate” assessment.

It is important you remain objective about your assessments of people.

To help you to focus on assessing true suitability



Key activities to complete:

- Review the candidates you currently have in play (CV submission through to offer)
- How certain are you that they are right for the job?
- Knowing what you know about the job, the candidate and the process – what percentage certainty do you put on them being offered the job?
- How certain are you that the job is the right one for the candidate?
- Knowing what you do about the candidate, their situation, other roles they are looking at and the suitability of the job – what percentage certainty do you put on them being offered the job?
- Multiply these two percentages to get the probability of placement.
- What can you do to influence the two numbers?