

INFORMATION BULLETIN No. 3

SHORT LISTING ASSESSMENT EXERCISE FOR THE OFFICES OF HUMAN RESOURCE ADVISER III (RANGE 62) HUMAN RESOURCE ADVISER II (RANGE 59D) AND HUMAN RESOURCE ADVISER I (RANGE 53) SERVICE COMMISSIONS DEPARTMENT

Public Service Commission wishes to advise further on the assessment exercise for the offices of **Human Resource Adviser III (Range 62) Human Resource Adviser II (Range 59D) and Human Resource Adviser I (Range 53)** Service Commissions Department.

Candidates who were successful and who comprise the 2018 Pass List for the aforementioned offices and who will therefore proceed to the next phases of the selection process are informed as follows:-

The next phases of the Selection process for the aforementioned offices will commence in the month of July, 2018 and are expected to be concluded no later than August, 2018. Thereafter, Order-of-Merit Lists for the respective offices will be established and the Commission will proceed to fill the vacant offices.

The assessment will commence initially with the office of **Human Resource Adviser III**.

In this regard, participants are advised that the upcoming assessment for the office of **Human Resource Adviser III (Range 62)** will comprise:-

No.	Structure	Components/Objectives	Remarks
1.	Written assessment (pre-interview)	<ul style="list-style-type: none">➤ A 20 minute scenario based case study.➤ Designed to assess the candidate's breadth of knowledge of:-<ul style="list-style-type: none">▪ the relevant laws/ regulations;▪ the systems governing the human resource system in the Public Service; and▪ knowledge of the Service Commissions.	<ul style="list-style-type: none">➤ Written assessment to be conducted at least one (1) week prior to the candidate's face-to-face interview
2.	Presentation and Interview	<p>Participants will be assessed for their ability to make presentations on HRM issues, analyse divergent views, lead discussions and answer questions.</p> <p>Participants will be assessed for the competencies inherent in the</p>	<ul style="list-style-type: none">➤ At the face-to-face interview, candidates will be required to make a five minute oral presentation on a selected topic to the Interviewing Panel.

No.	Structure	Components/Objectives	Remarks
		incumbent of an office Human Resource Adviser specifically for the Service Commissions Department	<ul style="list-style-type: none"> <li data-bbox="1068 296 1443 443">➤ Candidates will therefore be given three (3) topics to prepare prior to the day of the interview. <li data-bbox="1068 478 1443 737">➤ On the day of the interview, candidates will be allowed to randomly choose one (1) of the topics and make final preparations for their presentation. <li data-bbox="1068 772 1443 1062">➤ The interview will include a segment which will flow from the presentation and where the candidate will be asked to respond to questions based on the topic presented. <li data-bbox="1068 1098 1443 1171">➤ <u>The use of PowerPoint will not be allowed.</u>

Candidates must therefore be familiar with:-

- the governing regulations, policies and procedures of the Service Commissions Department; and
- HRM policies and procedures.

Please note that candidates who have been shortlisted for the office of Human Resource Adviser III, Service Commissions Department, will receive notification letters following this Notice.

In addition, all information pertinent to the assessment will be issued via the Service Commissions Department's website www.scd.org.tt as the process continues.

Candidates are asked to continue to check the website periodically to keep abreast as the information is provided.

June, 2018