

INFORMATION BULLETIN NO. 4

SHORT LISTING ASSESSMENT EXERCISE FOR THE OFFICE OF HUMAN RESOURCE ADVISER II (RANGE 59D), SERVICE COMMISSIONS DEPARTEMENT

Public Service Commission wishes to advise further on the assessment exercise for the office of **Human Resource Adviser II (Range 59D)**, Service Commissions Department.

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

The next phases of the Selection process for the office of **Human Resource Adviser II (Range 59D)**, Service Commissions Department, would commence in the month of August, 2018 and is expected to be concluded no later than August 31st, 2018. Thereafter, an Order-of-Merit List for the respective office will be established and the Commission will proceed to fill the vacant offices.

In this regard, participants are advised that the upcoming assessment for the office of **Human Resource Adviser II (Range 59D)** will comprise:-

No.	Structure	Components/Objectives	Remarks
1.	Written assessment (pre-interview)	<ul style="list-style-type: none">➤ A 25 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	<ul style="list-style-type: none">➤ Participants will be assessed for their ability to make presentations on HRM issues, analyse divergent views, lead discussions and answer questions.	<ul style="list-style-type: none">➤ At the face-to-face interview, candidates will be required to make a five minute oral presentation on selected topic to the Interviewing Panel.

No.	Structure	Components/Objectives	Remarks
		<ul style="list-style-type: none"> ➤ Participants will be assessed for the competencies inherent in the incumbent of an office Human Resource Adviser specifically for the Service Commissions Department. 	<ul style="list-style-type: none"> ➤ Candidates will therefore be given three (3) topics to prepare prior to the day of the interview. ➤ 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. ➤ 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. ➤ <u>The use of PowerPoint will not be allowed.</u> ➤ <u>The use of Index cards are 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 II, Service Commissions Department, will receive notification letters following this Notice, via electronic mail. The original letters would be hand delivered to candidates on the day of the assessment.

Candidates are advised that any unavailability to attend the assessment/interviews during the next stages of the Selection process, must be communicated well in advance, that is, three (3) days as at the date of this Notice, to Ms. Camiellia Stewart at stewartca@gov.tt

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.

31st July, 2018