



# Pageso Consulting

## PROVIDING BEST PRACTICE SUPPORT FOR RECRUITMENT AND DEVELOPMENT OF PUBLIC AND PRIVATE SECTOR EMPLOYEES

Pageso Consulting has designed its services to support the recruitment and development of public and private sector staff. Its practitioners have worked previously at senior manager level and are experienced in all facets of selection processes.

### **Scribing for selection committees**

Pageso Consulting's experienced Scribes can add considerable value to your selection process and save you valuable time. The following items will enable your Scribe to provide a fully documented final report for your signoff as quickly as possible.

- Provide as much information as possible to the Scribe before the interview process such as the selection criteria, duty statement, schedule of candidates, interview questions, details of additional assessments. For example, applications of candidates progressing to interview, testing, practical, short-listing outcome, names and designations of Committee members and the name of the Departmental Delegate.
- Determine prior to interview whether the Scribe's scope of work will include obtaining verbal or written referee reports.
- Ensure all interview questions are aligned to the selection criteria and seek behavioural or situational based responses.
- Assess each candidate immediately the candidate leaves the interview, discussing the candidate's performance in terms of each of the selection criteria, and also identify the candidate's development needs.

### **Other services provided by Pageso Consulting**

Job Competency Analysis,  
MBTI® Testing,  
Officer development processes,  
Career Transition,  
Resume preparation and Interview coaching,  
Selection process coaching for public and private sector organisations,  
Workplace investigations,  
Bomb Threat and Evacuation Awareness

**Contact** Pageso Consulting to discuss your needs.

Email [pageso@dodo.com.au](mailto:pageso@dodo.com.au)  
Telephone 0434289241.

POSTAL: GPO BOX 1165, CANBERRA, ACT, 2601.  
MOBILE: **61 434289241** EMAIL: [pageso@dodo.com.au](mailto:pageso@dodo.com.au)