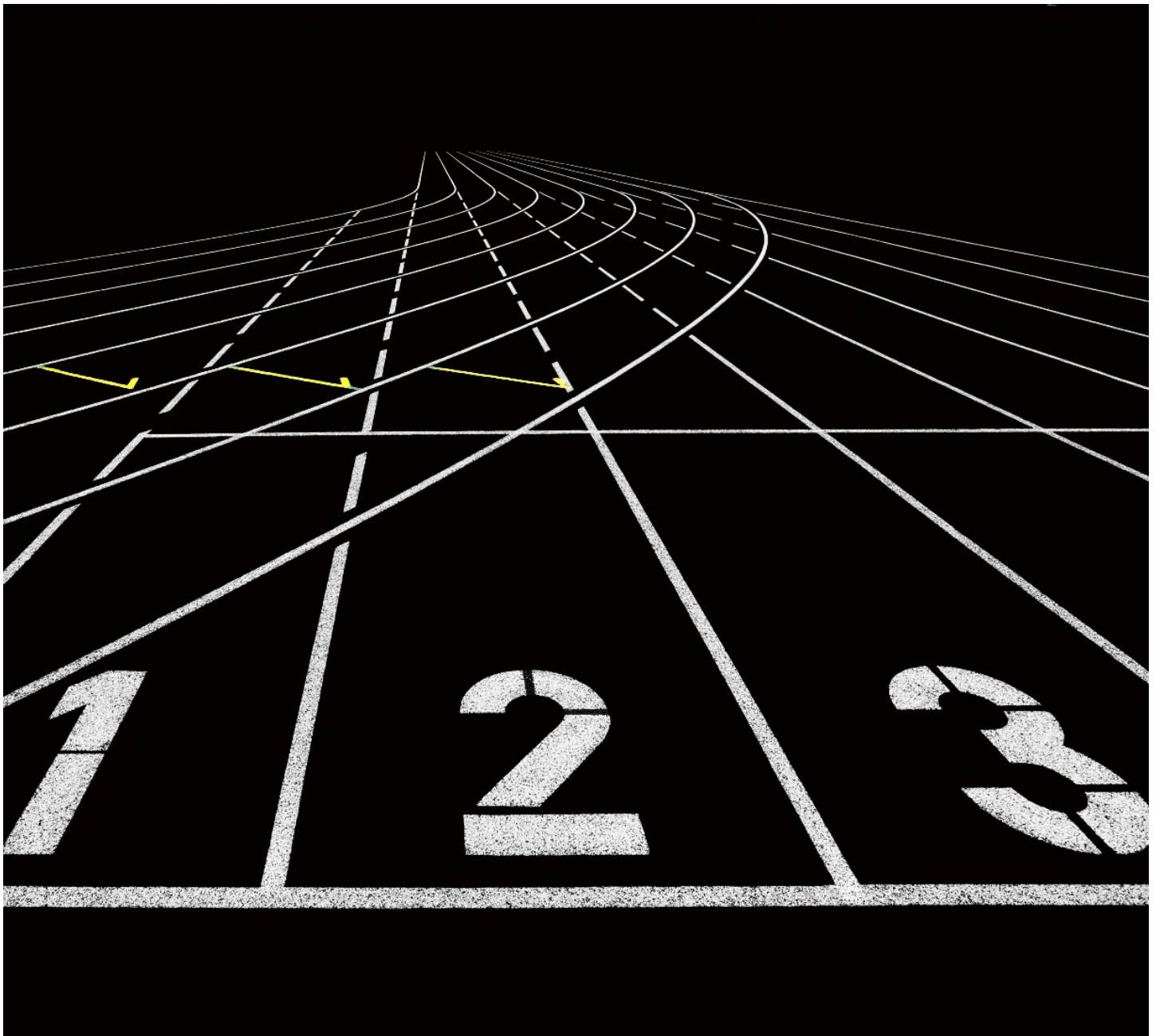




# STRATEGIC RECRUITMENT FRAMEWORK

NATIONAL BUREAU OF STATISTICS

<https://nbs.gov.ss>



## RECRUITMENT PROCESS

This framework outlines the structured recruitment process developed and executed for hiring at the National Bureau of Statistics (NBS). The goal of this process is to ensure the identification and selection of competent talent capable of collecting high quality data while adhering to the institution's standards and international best practices. The recruitment process was designed to ensure transparency, fairness and the selection of the most qualified candidates. The structured approach serves as a robust framework for all future recruitment activities, reinforcing the organizations commitment to excellence.

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# RECRUITMENT STEPS

## Step 1: Advertisement

The recruitment process begins with a well-planned advertisement phase:

- **Job Description Creation:** Prepare detailed job descriptions for the required positions, highlighting key responsibilities and qualifications.
- **Posting:** Post job advertisements on relevant platforms, including local job boards, social media channels, and community networks.
- **Application Deadline:** Clearly communicate the deadline for submissions to ensure a structured timeline for subsequent steps.

## Step 2: Application Intake

A standardized application form is designed to streamline data collection from applicants. Key elements include:

- Personal information
- Education history
- Work experience
- Language proficiency
- Availability and references

Applications are pre-screened to ensure candidates meet the minimum qualifications, including education, experience, and language skills.

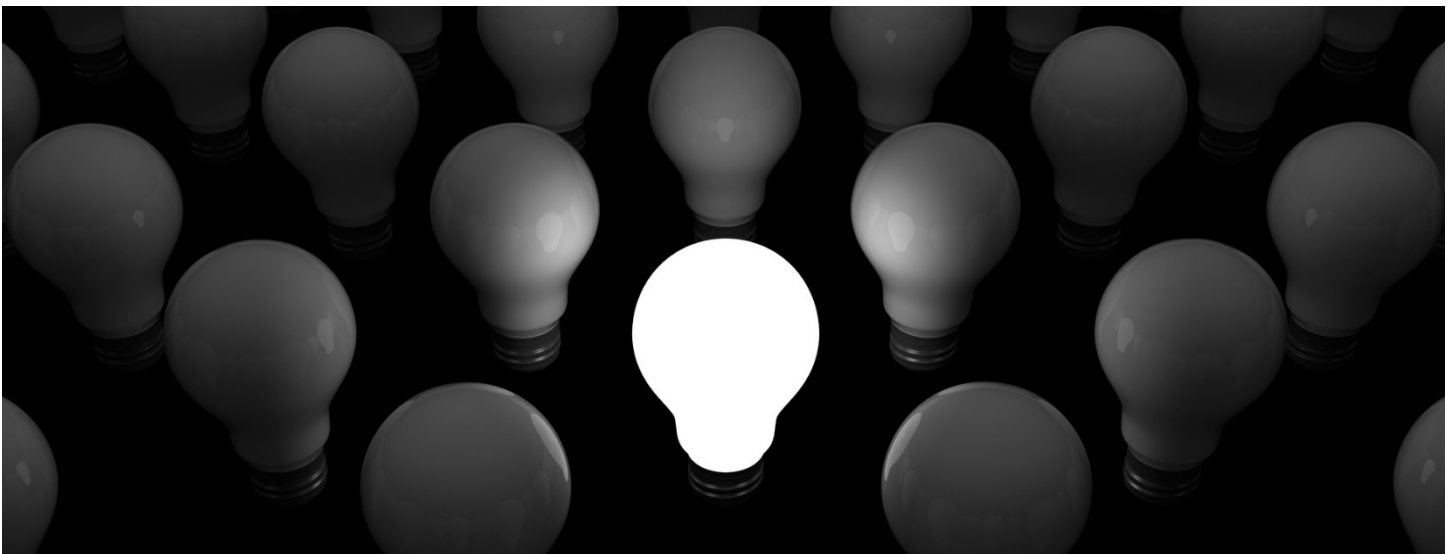


Figure 1

## Step 3: Interview and Assessment

The interview and assessment phase comprises multiple components:

1. **Panel Formation:** Assemble a panel of experienced interviewers to ensure objective evaluation.
2. **Standardized Questions:** Use predefined questions, including:
  - General questions to understand candidates' experience and motivation.
  - Behavioral questions to assess past performance in challenging scenarios.
  - Reasoning and problem-solving questions to evaluate analytical abilities.
  - Technical questions related to data collection tools and methodologies.
3. **Practical Assessments:** Evaluate candidates through role-specific tasks to gauge their aptitude for fieldwork.
4. **Scoring:** Use an objective rubric to score all responses.

## Step 4: Credentialing

Verification of candidates' qualifications and references is conducted to ensure authenticity:

- Verify academic credentials and certifications.
- Contact previous employers or referees for reference checks.

## Step 5: Selection Process

The final stage involves compiling scores from interviews and assessments:

- **Shortlisting:** Identify top-performing candidates.
- **Approval:** Obtain approval from relevant stakeholders.
- **Offer Letters:** Issue formal offer letters specifying employment terms.
- **Contracts:** Prepare and sign contracts pre-approved by the legal team, ensuring detailed terms and conditions for clarity and compliance.



### Job Description

Attract and hire the best talent that aligns with our institutional goals and mandates.



### Candidate Selection

Ensure a fair and unbiased selection process



### Productivity

Attracting and selection of top talent leads to greater productivity on projects.

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## Key Documents:

1. **Recruitment Intake Form:** To document initial requirements and position details.
2. **Job Description:** Clearly defined roles and responsibilities.
3. **Application Form:** A standardized form capturing essential candidate information.
4. **Standardized Interview Questions:** A guide ensuring consistency during interviews.
5. **Practical Assessment:** Evaluate candidate aptitude for role specific tasks.
6. **Offer Letter Template:** Formal communication of employment terms.
7. **Contract Document:** Legal agreements outlining terms of employment, pre-approved by the legal team.

## Outcome and Recommendations

The recruitment process results in the successful hiring of skilled talent who demonstrated the required competencies and commitment to the project's objectives. Subsequent training and deployment are expected to enhance the quality of data collection for the project.

## Recommendations:

1. **Periodic Review:** Regularly update the recruitment templates and processes to align with emerging best practices.
2. **Digital Tools:** Incorporate advanced applicant tracking systems for greater efficiency.
3. **Feedback Mechanism:** Collect feedback from candidates and hiring teams to identify areas of improvement.

## Conclusion

This recruitment process manual ensures transparency, fairness, and the selection of the most qualified candidates. The structured approach provides a robust framework for future recruitment activities, reinforcing the organization's commitment to excellence.

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# RECRUITMENT PROCESS CHECKLIST

This checklist ensures a streamlined and comprehensive recruitment process, assigning responsibilities to the Human Resources Team and Project Manager. Each step must be completed and verified for compliance for National Bureau of Statistics (NBS) and project funding partner.

## 1. RECRUITMENT PLANNING

- ☐ Approve the recruitment request
- ☐ Define project-specific roles and requirements
- ☐ Allocate budget and resources
- ☐ Create the recruitment timeline
- ☐ Draft and finalize the job description

## 2. JOB ADVERTISEMENT

- ☐ Post job advertisements on agreed platforms (Website(s), Radio, Newspaper, Social Media).
- ☐ Monitor advertisement reach and response
- ☐ Disseminate job opportunities to local networks

## 3. APPLICATION INTAKE AND SCREENING

- ☐ Ensure applications are collected and documented.
- ☐ Conduct pre-screening based on qualifications.
- ☐ Send to all candidate materials to HR team (HQ).

## 4. INTERVIEW AND ASSESSMENT

- ☐ Coordinate interview logistics for field locations.
- ☐ Provide standardize questions and evaluation criteria.
- ☐ Schedule interviews/assessment.
- ☐ Complete candidate scoring.

## 5. CREDENTIALING AND REFERENCE CHECKS

- ☐ Perform candidate credentialing.
- ☐ Complete reference checks (when applicable)

## 6. SELECTION AND OFFER

- ☐ Approve the final list of selected candidates
- ☐ Draft/edit offer letters and contracts.
- ☐ Ensure contracts comply with legal standards and approved.

## 7. SAFETY TEAM

- ☐ Define and create a safety protocol
- ☐ Begin distributing informational sheet and materials (if applicable).

## 8. RECORD KEEPING

- ☐ Maintain records of all recruitment activities and decisions.
- ☐ Ensure confidentiality of applicant data.
- ☐ File document in NBS Record Management system

## 9. FEEDBACK AND PROCESS IMPROVEMENT

- ☐ Distribute feedback surveys to hiring teams and candidates.
- ☐ Analyze feedback for process improvement
- ☐ Make changes to the recruitment process/ manual (if applicable)