

# Selection report for position of ASSISTANT BRANCH MANAGER at Lanstown Beach Store

## Background

The position of Assistant Branch Manager at Lanstown Beach Store became vacant upon the resignation of Judy Justify, effective 20 July. The decision to replace Judy rather than spread the duties among the other staff was supported by the need for trained managers to be available for new stores opening up in the next 12 months. The Employee Requisition form is attached showing details of salary, reporting relationships etc.

As it has been three years since the current position description was written, a full job analysis was conducted. The position description and person specification is attached.

## Recruitment Strategy

The position was advertised both internally and externally. Internally, notices were placed on staff notice boards. Externally, the Employment section of Saturday's Sydney Morning Herald was used, as well as two websites. Usually, advertising is limited to the newspaper. The Internet is being evaluated as a potential source of recruits, so will be used for the next three months with careful records kept.

The results are summarised below.

Advertising location	Number of responses	Number of interviews	Chosen applicant?
SMH, Saturday	17	3	No
Jobseek.com	9	2	Yes
Jobfind.com	2	0	No
Internally	1	1	No

A copy of the advertisement placed is attached.

## Assessment Strategy

Resumes were first compared, evaluating then against the person specification. Applicants meeting all of the specifications were invited to an interview.

---

The interview panel consisted of:

- Ken Whitley, Manager Lanstown Beach Store
- John Nilor, Current Assistant Manager Lanstown Beach Store
- Amy Wood, HR Officer

Questions were asked covering technical aspects and the competencies of;

- Customer Service Focus
- Leadership
- Planning & organising
- Teamwork

Candidates were rated on their performance on each of these factors.

A copy of the interview questions and notes sheet is attached.

### **Possible employees**

Although six applicants were interviewed, only three were found to be suitable for the position.

*Derek Tong*

Rated 21/25 for technical skills and competencies

Demonstrated excellent communication skills

Very enthusiastic

Met all essential criteria and some desirable criteria – had used RetailPro software

*Richard Nichols*

Rated 18/25 for technical skills and competencies

Currently employed by Star Books as a sales assistant

Appears to have high levels of self motivation – high achievement drive

Met all essential criteria

*Clair Murphy*

Rated 21/25 for technical skills and competencies

Rated very highly for leadership

Demonstrated excellent communication and self motivation

Met all essential criteria and some desirable criteria – had used RetailPro software

Currently completing studies in business part-time

---

Had done research on our organisation prior to interview.

Although all three applicants would be able to do the job, the preferred applicant is Clair Murphy, as she has used RetailPro and is currently completing relevant studies. She also showed initiative and interest by doing research on the company in preparation for the interview.

### Reference Checks

Reference checks were carried out for Clair Murphy. Previous supervisors rated her skills highly and said that they would re-employ her.

Reference check notes are attached.

### Recommendations

It is therefore recommended that Clair Murphy be offered the position of Assistant Branch Manager effective as soon as possible.

In the event of Clair not accepting the position, it should be offered to Derek Tong.

Signature	Date
-----------	------

### Approval:

Manager	Date
Comments	
Human Resource Manager	Date
Comments	
Managing Director	Date
Comments:	