

ABCD Community Builder Recruitment Pack

Preparation

1. Know your story: why are you recruiting people for this post, what is the vision you are trying to achieve and how will the person or persons recruited become part of that vision? You must know how integral the applicant is going to be and what it is that you hope they will help you achieve. The role of Community Builder will be discovered by the person doing it, it is a role where trust and building trust are vital; the first step to finding the right person is building a clear portrait of the vision to be achieved. This will help fashion recruitment text that is more than just what is wanted from a person, it will help write an invitation for the right person to step forward and become part of making your vision happen.
2. In this pack we include drafting notes for creating the [Job Description](#) and [Person Specification](#). These are given as start points for creating those documents. These are important for the entire recruitment activity, if they are incomplete and do not truly reflect your organisation and the community you serve your recruitment process will be flawed. No 'generic' text no matter how well meaning, nor experienced the authors can know what you know about your organisation, the place, the people you work with and the communities you serve. You must trust your knowledge to fashion these documents to describe the work and duties the person will perform (Job Description); and the details of the qualifications, experience, skills, abilities, qualities and values of the person (Person Specification) that you will trust to serve an important role within the communities you serve.
3. There are many ways to carry out a recruitment process, much depends on how far you wish to 'cast your net' and how much time you can allocate to this process. This Pack is based on the Talent Quest model. This approach is based on the principles of ABCD and invites people to step forward. Information about the post is crafted from Step 1 of the Preparation, and circulated to the communities from which the right people will step forward and offer their gifts to make visions for the building of strong community based on strong relationships and wise use of community assets happen. This is based on the firm belief that people have gifts that are the essential asset for making positive change. It is not based on using financial incentives to lure people away from the communities they already serve, though people with experience looking for challenge are welcome, the essential quality is *'the desire to step forward and understand the wide range of gifts, talents, resources and passions that exist across their community'*. Looking within the communities themselves should always be on mind, however openness and the natural ability to be inclusive can only come forward when it is invited with openness and inclusion without barriers.
4. In this pack you will find example sheets with a straightforward scoring system. It is the qualities of the person that are important, not the scores. Scores are only to help the people doing the recruitment focus and moderate their observations in order for the information gathered to be fairly evaluated. The most important role of scoring isn't in rating a person: this is not the objective. It is to help the people doing the recruitment activity focus and work collectively to understand the people who have been insightful enough to step forward and seek to do the role you are asking for. These people will show you their gifts if welcomed and genuinely encouraged to share about themselves.

Assessment Instructions

1. Please read the tables fully and familiarise yourself with the questions and observation points.
2. Discuss the questions and observation points with your colleagues, ensure you can have a collective and common understanding of what you have decided is important for your vision. The common understanding is vital, but being open, flexible and adaptable in how it will be achieved will greatly assist you.
3. Record the applicant's name on the column or page where the observations are recorded.
4. Record the scorer / observer / partner name on each sheet they complete.
5. Additionally record both the names of the discussion leader and partner on the Practicum sheet. Valuable observations will come from both roles. Both are equally important.
6. For each answer or observation try to give a specific example to refer back to e.g. *compelling voice illustrated with story of keynote address at national conference*. Use space on the page for additional comments.
7. At the end of each session, score each answer from 0-3 (write in the text box):
 - 0 = no evidence
 - 1 = some evidence but inadequate
 - 2 = adequate evidence
 - 3 = substantial evidence
8. You may not be able to note down all examples of the skills used during the session, but please try to keep a tally of the number of times you notice them. If you are not sure, make a note of the example and check with others during the final panel discussion.
9. All people participating in the recruitment event need to participate in a moderation discussion as well as a preparatory discussion and the final panel discussion. During moderation everyone needs to ensure that scoring has been done equally: with the same balance of evidence resulting in the same score recorded. This process will help thoroughly review the information collected during the event. Allow further discussion to flow naturally. The objective is to understand the gifts that the applicants have brought to share.
10. A final tally sheet is included in the pack to help collate the scores and comments from the Observation sheets, Practicum Observation and One-to-One record to be used in the final panel discussion. It's important to keep in mind that it is not about the scores. Scores don't equate to better. The scores reflect both on the applicant's ability to show their gifts and the scorer/observer's ability to see them.
11. Creating an event that is conducive to openness and sharing will facilitate this. As observations are completed, the strongest evidence will show from the scores. Then in the plenary as scorers & observers discuss and moderate their observations & scoring, alongside the insights emerging from the One-to-One conversations, the necessary information to decide where the offers will go can be drawn.

Event Components

Welcome and Introduction Details of the Event Applicants Q & A	Refreshments: informal conversation opportunity Practicum Open Plenary with Refreshments	One-to-One Moderation Plenary Final Panel Discussion
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These components are not necessarily part of the same day or event, but should form part of a consistent record. Evidence will also come from Curriculum Vitae, qualifications, application forms (if your organisation uses them) and other documentation you may collect. The notes in this pack relate to creating an ABCD approach to a recruitment activity and allowing the skills and qualities (gifts) of a capable Community Builder to show.

Assessments

1. General Observations (2 pages) 2. Skills, Methods and Techniques 3. Communication Skills 4. Knowledge and Understanding 5. Personal Qualities and Values	Sheets are included in this pack for each of these areas. These are guidelines based on the Job Description and Person Specification included. They will not necessarily reflect what your organisation and community needs and are a start point to create your own approach. Customise these tools as you complete the Preparation steps. Help with this can be provided. These assessments are made throughout the event, and should be recorded as close to the observation as event flow reasonably allows. It is difficult for any one scorer to observe all the assessments. Scorers should agree beforehand how they wish to approach the task, and what they feel confident in observing. Possible approaches include focusing on certain assessments, or collectively sharing thoughts in a plenary during breaks. However this is approached it is best to ensure that both 1) the recording of <i>naturally occurring observations of note</i> be done by any scorer regarding any applicant as they observe them and 2) all scorers participate in at least one plenary session to discuss and moderate their observations and scoring.
6. Practicum	Each applicant will lead a Learning Conversation (see related Guidesheet) with another applicant as their conversation partner. During the Practicum session, you are a silent observer - you should not interact with the applicants. It is the applicant's responsibility to create a comfortable environment for the conversation partner and to set up and close the session. Both roles in the Learning Conversation Practicum are valuable opportunities for observations and information of value to be shared. Observe the discussion leader and listen carefully to what the discussion partner shares about their gifts.
7. One-to-One	This is a conversation and should not be scored, the discussion itself is the evidence to be discussed later. Warm conversation, with genuine interest in what the applicant wishes to express is the most meaningful approach. Aim to create a connection with the applicant and let them share their gifts and talents with you.