

Human Resources **Workshop**

What's involved in hiring staff at Colchester Zoo?



Post 16

Learning Outcomes:

At the end of the session:

- ✓ **All students** will understand the role Human Resources have at Colchester Zoo
- ✓ **Most students** will know how to create an effective personal specification from a job description using essential and desirable criteria
- ✓ **Some students** will be able to critically evaluate CVs and cover letters

Session Outline:

This 90 minute workshop covers the role of the Human Resources team at Colchester Zoo, looking at the recruitment and interviewing process, job descriptions and specifications, rank matrix and the use of WASP and STAR in the interviewing process. The students will also get the chance to create their own personal specification in preparation to evaluate CV's and decide which candidates they would invite to an interview using the specifications created by the students.

Curriculum Links

Analysing CVs

Job interviews
& descriptions

Essential and
desirable
specifications

Recruitment
process of
Colchester Zoo