

# Recruitment & Selection

Making the right choice

---

People are the most crucial resource in  
Organisations

- > **Recruitment**: Searching for, identifying and attracting potential candidates
- > **Selection**: Choosing the right person for a job or position

Let's recruit a pool of people  
and then select from the pool

# Good intention vs Risk Mgmt.

**None of us is a professional HR**

---

**But how do we manage then?**

Who do we want?	Selection IC Guide 4.8
Where do we find them?	See Outbreak
How do we attract them?	Practice work with children Travel experience New friends Live in another country Fun
How do we identify them?	Selection process

# Outbreak

- > Tell me how CISV recruited you
- > or
- > Metaplan activity,  
give me 5-10 options on how to recruit

# Word of mouth/personal contact

- > **BEST method of recruitment.**  
Nothing can beat the personal touch.
- > **Children who were not selected for a village**
- > **Former villagers, keep records**
- > **Siblings and relatives of CISV participants**
- > **Participants might recommend friends**
- > **Interchange Newsletter; articles from leaders, youth, parents and the Local Chair**

All resources have been collect NBM96 USA

# Schools

- > Use members, parents and leaders who teach in local schools
- > Approach teachers with information about the CISV Interchange Program
- > Make a presentation to the School Board or an international club; use prepared presentations, Annual Report or an IC Video.
- > Put an article in the School Newspaper

All resources have been collect NBM96 USA

# Media/Internet/Newspaper

- > Try to get in touch with Local TV Channels
- > Try to place as many articles as possible about CISV activities in local papers.
- > Some newspapers have a section where they announce concerts, events and meetings. You can put a little notice announcing your Information Meeting
- > Create a Web Page for your chapter which announces upcoming CISV experiences
- > Create a chapter Newsletter for the announcement of upcoming activities

# Leaders

- > establish contacts with universities
- > contact former leaders also of other programs
- > contact former JB, JL, Seminarcampers
- > ask young teachers in school



# Selection

- > **Criteria must be clear and objective**
- > **Parents should know before applying**
- > **have the right age**
- > **become a member of CISV (and pay fees)**

## Where to get selection criteria?

- > **Application Form**
- > **performance on interviews**
- > **behaviour in group activities**
- > **home visits**
- > **letters of recommendation**

# Balance your IC delegation

**Make your ideal delegation:**

- >50% new to CISV and 50% former participants**
- >4 from Village, 2 former ICer, 4 new**

**Use priorities for:**

- >Children not able to attend a Village**
- >Children new to CISV**
- >Children who have been in a Village but not in IC**
- >Children with previous CISV experience**
- >Children getting too old next year**
- >Select only one family member per delegation**

# Selection criteria for leaders

- > interest in CISV and CISV goals
- > observe rules and laws
- > get a police check
- > self control / maturity
- > good moral character
- > common sense
- > cultural sensitivity
- > open to new ideas
- > function as a role model
- > accept volunteer work

See Info File R-6

# Selection criteria for leaders (2)

- > interest/ability to work with youth
- > communication skills
- > physical and emotional stamina
- > sense of humor
- > problem solving skills
- > program related skills
- > English speaking
- > Preferably NOT a parent
- > **How often did you meet this kind of leader?**

See Info File R-6, IC-Guide 4.8.3

# Junior Leaders

- > it is recommended to have a JL
- > this policy promotes future leaders
- > JL should have previous CISV experience
- > age 18 and 4 years older than delegates
- > similar selection criteria than leaders

See IC-Guide 4.8.4



# Attributes for delegates

willingness to make friends

outgoingness

responsibility

helpfulness

cooperation

willingness to share

generosity

enthusiasm

initiative

willingness to express  
thoughts

willingness to express  
feelings

kindness

sociability

friendliness

humour

honesty

loyalty

independence

courage

spontaneity

# What can help?

- > a considered recruitment process
- > multiple selection techniques
- > additional information about the candidate

This enables you to make your choice in the best possible light with the best available information

- > **Will it be the right choice?**
- > **You never know! Besides you define right!**

## What can help (2)

- > a leader not fulfilling all requirements
- > he is good with the delegates
- > but lazy with the paperwork

**Get him help/support by a tutor**

- > **We are good with administration, the leader should be good with the delegates**

# Resources



[GUIDELINES ON DISCRIMINATION, SELECTION & BEHAVIOUR, R-5](#)

[SELECTION GUIDELINES FOR PERSONS WITH PROGRAMME RESPONSIBILITY, R-6](#)

[BASIC INFORMATION AND SKILLS REQUIRED FOR AN INTERCHANGE LEADER, M-7](#)

[Police Check Policy](#)

[CISV INTERSPECTIVES No. 17, 1999](#)

[Junior Leader Guidelines Aug00.doc](#)

[Staff-Leader Selection Checklist MIL.pdf](#)



# Appendix: Pairing criteria

- > **Sources:** Information Form, confidential impression of the leaders
- > **Who does it:** The first host
- > **When:** March
- > **Criteria:**
  - > **allergies vs animals, diets**
  - > **maturity (age, height)**
  - > **languages spoken by family members**
  - > **interest, hobbies**
  - > **personality**

>See IC-Guide 4.9.2