

## Scottish Power - Brief

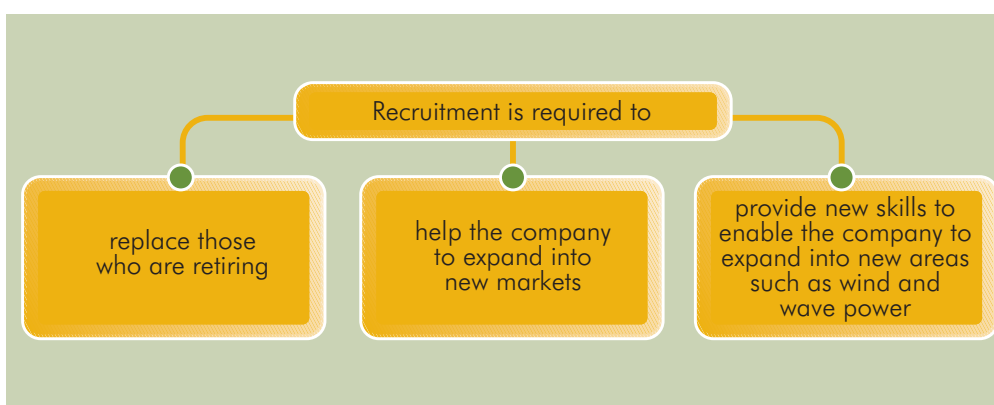
# Recruitment and selection in the energy industry

### Introduction

ScottishPower is a leading international energy business. It focuses on three key themes. These are growth, safety and service. Its sister company, ScottishPower Renewables, is the leading provider of green power in the UK. Both offer a diverse range of careers and need to recruit good staff. They need people who have the right skills to do the jobs it offers. Scottish Power runs programmes to improve the employability of young people.

### The role of Human Resource Management (HRM)

People are a vital resource to a business. ScottishPower states that it is 'powered by people'. The role of HRM is to look after people in the workplace. This includes recruitment, selection, training and development. It also measures how well staff perform. HRM includes workforce planning. This includes estimating how many people the business needs in future. The business must also recruit to match with the changing needs of the industry. ScottishPower has a clear recruitment and selection process. It is committed to equal opportunities.



## Recruitment

Recruitment into ScottishPower takes place at a number of levels. Two key routes are through:

- Apprenticeships - young people work and learn new skills. They earn a good wage and gain qualifications at the same time. Apprenticeships last three to four years and include training, learning and assessment. Young people apply online and are taken through a series of tests. If they pass, they are interviewed.
- Graduate trainee scheme - for those with a degree. The programme lasts two years and is tailored to meet the needs of each graduate. Candidates are selected using group exercises and psychometric tests. They also give a presentation and have an interview.

## Skills and competencies

Staff need certain skills and competencies to carry out their roles. 'Competency' means they have the abilities to carry out the job. ScottishPower has a competency framework that sets out what is required to do certain jobs. This is also used in performance reviews. There are three main competencies:

- Planning for the Future
- Delivering for the Customer
- Working with Others.

The recruitment process uses two key documents:

- Job description - details the job and skills required
- Person specification - describes what personal qualities people should have.

These should contain enough information to attract people with the right skills for the jobs available. They also help ScottishPower to identify the right people during selection.



## Selection

The selection process involves matching skills in people to the job advertised. Steps in the process are:

- advertise vacancy
- screen applications - reject those not suitable
- interview
- job related tests
- appointment.

Each stage gives applicants the opportunity to show what he or she is good at. For instance, a good application shows communication skills; a good test could show candidates can work in teams, plan and lead.

## Conclusion

ScottishPower employees join at a number of levels. These include Apprentice and Graduate Trainee. Workforce planning is used to predict the skills and roles needed for the future. A structured approach to recruitment and selection helps the right people to apply. It also helps ScottishPower to choose the right applicant for the job.

