

Step 4

Identifying the best choice

You should have now built up a job description (Step 1), a list of skills and qualities (Step 2) and a list of people that might have the skills and qualities needed (Step 3).

Enter each name across the top of the chart you created in Step 2.

Skills & Qualities	Name	Name	Name	Name	Name
	John Smith	Melissa Peters	Daljit Ahmed	Brigitte Stewart	Michael Carr
Essential					
Works well with adults and young people					
Realistic approach					
Honest					
Tolerant					
Reliable					
Has initiative					
Good planner					
Willing to make the Promise					
Can set a personal example for others?					
Important					
Enthusiastic					
Keen					
Forward looking					
Knowledge of Risk Assessment					
Flexible					
Knowledge of Scouting					
Useful					
Positive attitude					
Good understanding of PDR					
Rating					

For each name, go through the list ticking off the skills and qualities that you think each person has. It is unlikely there will be anybody on the list that will have everything you are looking for, but you should end up with a shortlist of people who have a good number of them. Having identified the shortlist, it is important to remain objective and not make assumptions about the people on it.

Do not discard those names that have not made it on to the shortlist. Keep them for future recruitment exercises. They may well match the skills and qualities for another role.

The short list could be considered with a smaller group of people, perhaps including members of the team in which they will be working. Put the people on the short list in order of preference, based on the skills and qualities identified. The person at the top of your list is your 'best choice.'

There is always the chance that no one will meet the requirements. This should not be treated as a disaster! You might need to have another look at the role that you are asking one person to do. Would two people be able to do the job between them? Perhaps existing members of the team could take on some of the tasks, to make the role you are trying to fill less demanding.

For example, at the 4th Anytown Scout Group, the GSL, the Cub Scout Leader and the Group Chairman went through the shortlist of names from the name generation evening and identified the skills they thought the people had. They then rated each individual and came up with their “best choice.”

Names of people generated with the skills and qualities to be the AGSL of the 4th Anytown Scout Group and how they rank:

Skills & Qualities	Name John Smith	Name Melissa Peters	Name Daljit Ahmed	Name Brigitte Stewart	Name Michael Carr
Essential					
Works well with adults and young people	✓	✓	✓		✓
Realistic approach	✓				✓
Honest	✓	✓	✓	✓	✓
Tolerant	✓	✓	✓		✓
Reliable	✓	✓	✓	✓	
Has initiative		✓	✓	✓	
Good planner	✓	✓	✓		✓
Willing to make the Promise	?	✓	✓		✓
Can set a personal example for others?	?	?	?	?	✓
Important					
Enthusiastic	✓	✓	✓	?	
Keen		✓	✓	✓	✓
Forward looking		✓		✓	✓
Knowledge of Risk Assessment	?			✓	
Flexible	✓	✓	✓	✓	
Knowledge of Scouting					
Useful					
Positive attitude	✓	✓	✓	✓	✓
Good understanding of FOR		?			
Rating					
	5th	1st	3rd	4th	2nd

Melissa Peters is therefore the ‘best choice’ for the role of AGSL at the 4th Anytown Scout Group.

Once you are clear on who the best choice is for this role, you will need to go on to step 5 – asking them to volunteer. Keep hold of your short list for another time.