

# Collins McNicholas

## Recruitment & HR Services Group

### CASE STUDY



#### CLERICAL OFFICER ASSESSMENT SOLUTIONS - CARLOW COUNTY COUNCIL

##### Why Carlow County Council Contacted Us

Carlow County Council required clerical officer Aptitude / Skills Testing in order to identify and establish a panel of suitably qualified Clerical Officers. Collins McNicholas provided a quality assured service in dealing with a large volume of applicants within a short timeframe.



##### Our Assessment Solutions

In March 2019, Collins McNicholas provided assessment services to Carlow County Council in the selection of Clerical Officers for interview and in building a panel of candidates for future opportunities.



##### Assessment

Following consultation with Carlow County Council our Assessment Team selected the below assessments:

- Numerical Reasoning
  - Microsoft Word
  - Microsoft Excel
  - Typing - Speed and Accuracy
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- Candidates were invited and scheduled for assessment centre at a time most suitable for them
  - PC Suite environment
  - Approximately 40 candidates per session
  - Over one and a half days, 168 candidates were assessed, all responses scored, and a spreadsheet of results was provided (in ranked order) to Carlow County Council

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#### Interview

Carlow County Council invited the top 44 performing candidates to interview and successful candidates were retained for future opportunities.



#### Feedback

Collins McNicholas communicated to all candidates their ranked position and provided detailed feedback on their performance on each of the assessments. Upon request, telephone feedback was delivered to candidates within a 24-hour period of the request.



#### Testimonial...

*"Collins McNicholas were chosen to partner with Carlow County Council in order to meet the assessment requirements for the Clerical Officer recruitment campaign. This included assessing 168 candidates over the course of 1 and a half days. We found the HR Services team to be highly responsive to our needs. They maintained excellent levels of communication throughout the whole process with both ourselves and the candidates. The HR Services Team delivered a service of exceptional quality in a superb turnaround time."*

**Eamonn Brophy, Senior Executive Officer, HR, Carlow County Council**



**CARLOW**  
COUNTY COUNCIL

For further information please contact:



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