Leading Kind

Selection Strategy Coach

A short guide to planning fair, merit-based recruitment.

The Selection Strategy Coach helps anyone who recruits, from hiring managers to HR teams, design selection processes that test the skills the role needs. It is particularly useful for planning adverts, checking job descriptions and planning interviews. The result is a clear, fair and defensible selection strategy that tests what matters for performance in the role.

Before you use the Coach

1. **The Coach is a GPT**, a custom version of ChatGPT built by Leading Kind. It can make mistakes.
2. **Quality assure every answer.** Check that its suggestions match the role requirements, your recruitment policy and employment law before you use them. It is not a substitute for HR or legal advice.
3. **Do not upload personal or identifiable information.** No CVs, applications, candidate names, interview notes or scores. Share job descriptions, adverts and role information only, and follow your organisation's data protection and AI policies.

WHAT IT HELPS YOU DO

- Identify the skills, behaviours and outputs that matter in a role
- Decide which skills to assess at each stage
- Use Evidence Select as an early-stage assessment
- Design structured interviews and tasks with clear scoring
- Avoid over-assessment, duplication and testing the wrong things

WHAT IT WILL NOT DO

- Write candidate-facing scenarios for Evidence Select
- Recommend unnecessary assessment or complex processes
- Use ideological or legally risky language
- Assume your organisation already has advanced hiring capability

ACCESS THE COACH

Open the Selection Strategy Coach

Click here to open it in ChatGPT →

Or scan the QR code with your phone. You will need to sign in to ChatGPT.

Feedback on the Coach is welcome: hello@leadingkind.co.uk

Where the Coach helps most

Planning adverts

Write adverts that describe the role clearly and attract a wide pool of people who can do the job.

TRY ASKING

"Draft an advert for [role] based on this job description. Keep it to the essential skills, in plain language."

"Review this advert for requirements we cannot justify, such as years of experience or qualifications the role does not need."

Checking job descriptions

Make sure the job description reflects what the role needs, so every later stage tests the right things.

TRY ASKING

"Analyse this job description and identify the skills, behaviours and outputs that matter for performance in the role."

"Which criteria are essential and which are desirable? Flag any that are vague, duplicated or hard to assess fairly."

Planning interviews

Design structured interviews so every candidate is assessed on the same criteria, in the same way.

TRY ASKING

"Create a structured interview for [role] with questions linked to the essential criteria and clear scoring guidance for each."

"Which skills should we test at interview, and which are better assessed through Evidence Select or a task?"

How Evidence Select fits in

For roles that involve judgement, analysis, written work or problem-solving, the Coach will usually recommend Evidence Select as the first stage of selection.

WHY

- It reduces bias by assessing evidence rather than CVs.
- It saves panel time by screening fairly at scale.
- It tests commitment through future-focused, scenario-based work.

Prompts, not scenarios

PROMPT — Instructions to Evidence Select about the kind of scenario to create and the skills it should test.

SCENARIO — The task the candidate sees.

The Coach only writes prompts. Scenarios are created and owned within Evidence Select, so they stay consistent and unbiased.

"Create a scenario that tests strategic thinking, judgement, prioritisation and use of evidence at senior manager level."

OTHER USEFUL REQUESTS

- *"Analyse this job description and propose a fair selection process."*
- *"Which skills should be tested using Evidence Select?"*
- *"Draft an Evidence Select prompt based on these skills."*

Getting good answers

- Give the role level, team size and sector.
- Say how many stages you plan and how much time the panel has.
- Ask follow-up questions if an answer is too general.
- Keep a note of what you decided and why.

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