Recruitment of CSIRT Staff

Name | Job Title

Event | Location | Date

European Union Agency for Network and Information Security

The exercise objectives

To provide an indication of what an organisation might consider during the recruitment of staff for CSIRT teams.

If you are not a CSIRT manager, you can learn how to best assist your management in hiring the best colleagues for you!

Disclaimer: The contents are mere suggestions and the responsibility for the interview process shall lie with the recruiting agency. ENISA accepts no responsibility for any issues arising during the interview process

Introduction

- Discussion of staff/roles you have in your teams

- CSIRT types based on scope and on constituency

- CSIRT service areas / services

- Roles to be used in this training:

  - Medior specialist & incident handler

  - Senior specialist & incident handler

  - General manager

Task 1:
Assembling job profiles for your CSIRT

Subtask 1-1:
Prepare job profiles in groups

- Groups of 3-4

- Each group to write 1 job profile for either :

  - Medior specialist & incident handler
  - Senior specialist & incident handler
  - General manager

- Job profile could contain (template in toolset)

  - Functional requirements
  - Competencies
  - Tasks

Subtask 1-2:
Present job profiles

- Each group present job profile in plenary

- Discussion

Task 2:
Writing job advertisements

Subtask 2-1:
Write job advertisements

- Same groups

- Each group to write a job advertisement for one of the profiles

- The question is : how do you seduce the right kind of experts to want to work for **your** team

Subtask 2-2:
Present job advertisements

- Each group present job profile in plenary

- Discussion

Task 3: Analysing and choosing candidates to be interviewed

Subtask 3-1: Study CVs, do SWOT analysis and select candidates for interviews

- New groups, each gets assigned 1 job advertisement and 6 CVs of candidates for the job

- Each group is to :

  - Part of group compare CVs with job ad & profile

  - Rest of group to do a SWOT analysis on the candidates (template in toolset)

Subtask 3-2:
Present results

- Each group present job profile in plenary

- Discussion

Task 4:
Interviewing chosen candidates

Subtask 4-1:
Build questions for interviews

- Same groups as in last exercise

- All get familiar with the CSIRT Code of Practice (CCoP)

- Each group is to prepare 20 interview question for their candidates

  - For the job discussed in last exercise

  - Based on all the work done until now, plus the CCoP

  - 5 general questions, 5 technical, 5 communication/presentation, 5 other (including ethics)

  - Template in toolset

Subtask 4-2:
Present questions

- Each group present interview questions in plenary

- Discussion

Subtask 4-3:
Prepare roleplay for interviews

- Each group design a role model for interviews

  - What interviewer will focus on what areas

  - Questions not set in stone

Subtask 4-4:
Establish volunteer interviewees

- 3-4 volunteers needed to be job interviewed !

- Volunteers receive their CV and have 15 minutes to go into their role
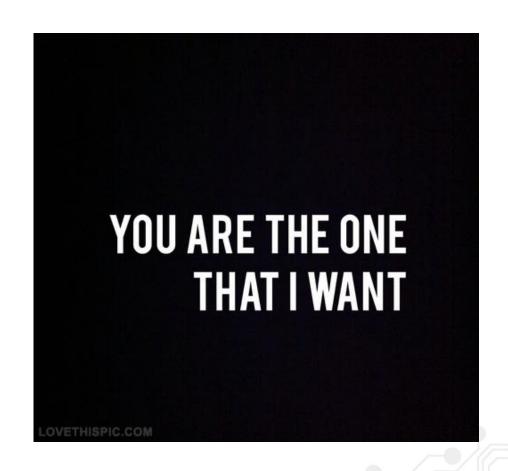
  - Rest of groups have a break meanwhile

Subtask 4-5:
Present questions

- In plenary sitting, but working as your group

- Each group does at least 1 interview

  - While 1 group does the interview, all others listen in silence

  - After each interview the interviewing group discusses their findings inside their group (but for all to hear)

  - But no selections to be made yet or final conclusions drawn !

Task 5:
Final Selection & Summary

Subtask 5-1:
Select best candidates

- Each student is to:

    - Think over their opinions of **all** candidates

    - Make their selection

    - Consider their reasons

- Vote for candidates

Subtask 5-2:
Discuss selection

- Plenary discussion on the selection

  - Which candidate's answers convinced youto choose that candidate?

    - Do the others agree?

  - Which candidate's answers convinced them to reject that candidate?

    - Do the others agree?

Conclusions

- Plenary discussion

- Wrap-up

Thank you

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