



Recruitment of CERT staff

Toolset, Document for students

September 2014





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Contributors to this report

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1 What Will You Learn

The purpose of this exercise is to improve your ability to optimally recruit staff for the CERT team. You will learn:

- What kind of professional experience and/or qualifications, as well as personal abilities, are essential to fulfil the main roles and responsibilities of a CERT;
- What kinds of questions should be asked during a job interview; and
- How to choose the most suitable candidates for the CERT team.

2 Exercise Task

2.1 Task 1 Writing job advertisements for recruiting CERT staff

You will be either a member of the 'Technicians' or 'Researchers' group. The task of your group is to complete a job advertisement template for positions in either the 'Incident Handling Service' or the 'Security Project Development Team' respectively (see appendix A). Be prepared to present your job advertisement proposal to others.

2.2 Task 2 Analyzing and choosing candidates to be interviewed

Each group will receive a collection of 6 CVs. Analyze all the CVs and try to match them with the prepared job offers. Write short opinions about all the candidates (strong and weak points, pros and cons in several aspects). Be prepared to present your opinions about all candidates and justify your choice.

2.3 Task 3 Interviews with chosen candidates

Read the 'code of conduct' developed by TF CERT. Using the CoC, your prepared job advertisement and the CVs of the chosen candidates, propose up to 20 interview questions (5 general, 5 technical, 10 others) that you would like to ask the candidates of your choice. (Use the blank template in appendix B.)

Be prepared to present your questions to others and explain which of them you find the most useful. The trainer will also propose a few questions and let you decide which of them you consider important. Decide on a set of 10 questions to be asked of a chosen candidate. After a 15 minute break, volunteers from each group will play the roles of the chosen candidates and the others will start to interview them. Every group joins all the interview sessions. After each interview, the groups individually discuss the candidates' answers and share opinions.

2.4 Task 4 Final selection of the best candidates

After all the interviews, prepare your own opinion about all the candidates and make your selection (with justifications). Then vote for the candidates.



Job Advertisement for IT Specialist (Security Projects Development Team)

Main tasks:

- Participation in projects related to the security network
- Carrying out research on new methods for the detection and analysis of malicious software
- Development of concepts for IT projects to pursue new solutions
- Cooperation with software engineers in the implementation of the proposed solutions
- Testing developed applications
- Writing technical documentation
- Development of IT security policies

Essential requirements (technical qualifications, knowledge and personal skills)

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Additional assets

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We offer

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4 Appendix B

Job Interview Questions Form

Candidate 1 Candidate 2

I. General issues:

- 1.
- 2.
- 3.
- 4.
- 5.

II. Technical knowledge and qualifications:

- 1.
- 2.
- 3.
- 4.
- 5.

III. Personal skills:

- 1.
- 2.
- 3.
- 4.
- 5.

IV. Facultative questions:

- 1.
- 2.
- 3.
- 4.
- 5.



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