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HIRING STRATEGIES TRAINING

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COURSE LENGTH: 1.0 DAYS

Creating an appropriate hiring strategy is important for your company to save time and resources. Hiring the right person for the right job the first time should be an essential part of your recruitment and hiring strategy.

The PD Training Hiring Strategies Training Course helps you to understand the various selection processes, how to build a hiring strategy, how to attract the right candidates and filtering and onboarding. An appropriate hiring strategy helps organisations to save resources and maximise productivity every time they recruit.

This dynamic and practical training course is now available Australia-wide including Brisbane, Sydney, Melbourne, Perth, Adelaide, Canberra and Parramatta.

Contact us today for a [group quote](#).

HIRING STRATEGIES TRAINING COURSE OUTLINE

FOREWORD

Hiring and training employees is expensive if organisations frequently hire employees unsuitable for their jobs. During this training course in hiring strategies, participants learn to develop the skills, attitude, and understanding to hire the right people for the right job.

This Hiring Strategies Training Course includes skill development in developing a hiring strategy, steps and techniques to use in an interview, finding potential candidates for a position, and welcoming new hires.

OUTCOMES

Development of the right hiring strategies saves an organisation time and money when frequently recruiting. This training course helps organisations to develop skills and understanding in developing excellent hiring strategies.

After completing this course, participants will have learned to:

- Know the position
- Analyse a job
- Analyse a task
- Develop a suitable hiring strategy
- Identify top performers
- Be prepared
- Mark salary range
- Advertise where it matters
- Develop corporate citizenship
- Consider competition
- Consider cover letters appropriately
- Grade resumes
- Conduct an Internet search
- Use a panel
- Interview more than once
- Understand the selection process

MODULES

Lesson 1: Getting Started

Housekeeping Items
Pre-Assignment Review
Workshop Objectives
The Parking Lot
Action Plan

Lesson 2: Defining and Knowing the Position

Know the Position
Needs Analysis
Job Analysis
Task Analysis
Case Study

Lesson 3: Hiring Strategy

Company Information
Salary Range
Top Performers
Be Prepared
Case Study

Lesson 4: Lure in Great Candidates

Advertise Where Candidates Visit
Develop Corporate Citizenship
Treat Your Candidates Well
Look at the Competition
Case Study

Lesson 5: Filtering Applicants to Interview

Put Lots of Weight on Cover Letters
Grading Resumes
Internet Search
Initial Phone Interview
Case Study

Lesson 6: The Interview (I)

Introduce Everyone
Use a Panel
Match the Interview to the Job
Types of Questions
Case Study

Lesson 7: The Interview (II)

Tell Me About My Company
Distractions
Interview More Than Once
Wrap Up
Case Study

Lesson 8: Selection Process (I)

Testing
Look for Passion and Enthusiasm
Background Checks
Trust Your Instincts
Case Study

Lesson 9: Selection Process (II)

Education Level Vs
Experience
Have a Consensus
Keep Non-Hires on File
Checking References
Case Study

Lesson 10: Making an Offer

Do it Quickly
Employment Details
Notify Rejected Candidates
Be Creative
Case Study

Lesson 11: Onboarding

Training and Orientation
Mentoring
30-60-90 Day Reviews
Make Them Feel Welcome
Case Study

Lesson 12: Wrapping Up

Words from the Wise
Parking Lot
Lessons Learned
Completion of Action Plans and Evaluations

WEB LINKS

[View this course online](#)

[In-house Training Instant Quote](#)