RECRUITMENT AND SELECTION TRAINING

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COURSE LENGTH: 1.0 DAYS

Effective recruitment and employee selection ensures that the right people are placed in the right job, but it is not always an easy process. Having a well designed recruitment process helps to increase job satisfaction, reduce wastage of resources, achieve better retention of employees and improves productivity.

The PD Training Recruitment and Selection Training Course teaches you critical recruiting skills like how to design a best-practice selection process, setting tangible goals, how to implement new staff orientation and retention, interviewing techniques and measuring and monitoring the results of your recruitment efforts.

These engaging, practical professional development training courses are delivered throughout Australia, including Brisbane, Sydney, Parramatta, Melbourne, Adelaide, Canberra and Perth.

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RECRUITMENT AND SELECTION TRAINING COURSE OUTLINE

FOREWORD
Your employees are a vital part of determining the success of your business. Finding the best employees for each position requires strong recruitment strategies. Top talent will not always find you. You must seek out people to fill the positions that you have open. Recruiting the most qualified candidates will ensure that your employees keep your company running smoothly.

Having a well designed recruitment process will streamline your recruiting efforts and keep you on track to find the best people for your organisation. Using simple techniques like multi-person interviews and pre-interview screening can help save time and identify those "A-Players" who will contribute most to the success of the business.

OUTCOMES

After completing this course participants will be able to:

- Master the recruitment process
- Recognise the G.R.O.W. model & how to set goals
- Learn how to prepare for the interview & question process
- Different types of interviews
- Conducting background checks
- Identify & avoid bias when making an offer
- Discover new ways of retaining talent & measuring growth
- Setting up an orientation program

MODULES

Lesson 1: Getting Started
- Workshop Objectives

Lesson 2: Introduction to Recruitment
- What is Recruitment?
- Challenges and Trends
- Sourcing Candidates
- Requirements
- Case Study