PROFESSIONAL DEVELOPMENT TRAINING

# Recruitment and Selection Training - 3hours

1300 121 400

REQUEST QUOTE

0.5 DAY COURSE

**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.**

**This is a practical class that is suitable for all audiences and provides people with the tools that they can apply on-the-job (and in other contexts) the very next day.**

**This is an instructor-led class that you can attend from home or your office.**

**We use secure Video Conferencing with interactive features such as live polling, screen sharing, whiteboards, live chat and breakout sessions. Please discuss your preferred platform, most commonly we use Microsoft Teams, Skype for Business, Webex or Zoom upon request.**

**These courses are facilitated in English, and are open to people from different industries in all countries especially across Australia, New Zealand, Singapore, Malaysia, Hong Kong and Papua New Guinea - this is a short but powerful learning experience that gives you global collaboration opportunities.**

**Our trainers and processes have been refined to give you a personalised learning experience where it is specifically targeted to your needs see our outcomes in the reviews.**

****Please note, these classes run to a very tight schedule, please follow the invitation and join the class 10-minutes prior to commencement so you are ready to participate and don't miss a minute!**

## What You'll Gain:

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:**

- Learn how to prepare for the interview & question process
- Different types of interviews
- Identify & avoid bias when making an offer

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# Modules

### Lesson 1: The Selection Process

- Job Analysis and Descriptions
- The Approach
- The Recruitment Interview
- Testing
- Case Study

### Lesson 2: The Interview

- Phone Interviews
- Traditional Interviews
- Situational Interviews
- Stress Interviews
- Case Study

### Lesson 3: Types of Interview Questions

- Direct Questions
- Non-Direct Questions
- Hypothetical or Situational Questions
- Behavioural Descriptive Questions
- Case Study

### Lesson 4: Avoiding Bias in Your Selection

- Expectancy Effect
- Primacy Effect
- Obtaining Bias Information
- Stereotyping
- Case Study

**Talk to our expert team**

**Phone: 1300 121 400**

Email: enquiries@pdtraining.com.au