PROFESSIONAL DEVELOPMENT TRAINING

1300 121 400

REQUEST QUOTE

1.0 DAY COURSE

Recruitment and Selection Training

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,, Melbourne, Adelaide, Canberra and Perth.

Please click on the Public Class tab below to view our Recruitment and Selection Training course schedule by city or click the In-House Training tab to receive a free quote for courses delivered at your preferred location.

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:

- 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

Lesson 3: The Selection Process

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

Lesson 4: Goal Setting

- Using the G.R.O.W. Model
- Identifying Goal Areas
- Setting SMART Goals
- Using a Productivity Journal
- Case Study

Lesson 5: The Interview

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

Lesson 6: Types of Interview Questions

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

Lesson 7: Avoiding Bias in Your Selection

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

Lesson 8: The Background Check

- Preparation
- Data Collection
- Illegal Questions
- Being Thorough without Being Pushy

- Case Study

Lesson 9: Making Your Offer

- Outlining the Offer
- Negotiation Techniques
- Dealing with Difficult Issues
- Sealing the Deal
- Case Study

Lesson 11: Measuring the Results

- Cost Breakdown
- Employee Quality
- Recruiter Effectiveness
- Fine Tuning
- Case Study

- Case Study

Lesson 10: Orientation and Retention

- Getting off on the Right Track
- Your Orientation Program
- The Checklist
- Following Up
- Case Study

Lesson 12: Wrapping Up

- Word from the Wise

Talk to our expert team

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