

Effective Recruitment Practices

Course Overview

If you are judged on the success of your team or department, it is in your best interest to recruit the best people. Unfortunately, recruitment decisions are often not based on hard evidence and lack proper planning. Employing the incorrect person, who is not ideally suited to the job, can be an expensive mistake. This course is designed for people who recruit and select people within an organisation or the personnel recruitment industry for the public sector. In this intensive course, delegates will learn to prepare, recruit and select suitable candidates who will meet organisational requirements.

Learning Outcomes

Plan and prepare for recruitment and selection through obtaining the relevant information

Conduct a job analysis, job description and job specification

Consider organisational and legal requirements; formulate a recruitment plan fit for purpose that incorporates relevant resources within the allocated budget;

Recruit applicants avoiding partiality and bias;

Elicit the desired response from the target market;

Screen and short list applicants in a structured way;

Validate backgrounds and qualifications using appropriate verification methods;

Use interviewing strategies according to best practice techniques;

Select staff in accordance with planned strategy in a manner which can be justified in terms of best match between applicant profile, job and organisational requirements;

Provide feedback to all stakeholders

Deal with unplanned events and incorporate contingency plans.

Duration

1 day contact time including facilitation and group activities

Please Note

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