

Recruitment & Selection

Course Length: 1 day
Course Times: 8.30am to 5pm
Cost: \$330 (gst included)



Course overview

Recruiting and selecting the *right people* for the *right jobs* is a challenging yet crucial task in the workplace. The number one objective of Recruitment and Selection (R&S) is to attract and secure people into roles that maximise their potential and contribution to an organisation's goals.

This program explains good practice tools and techniques for the entire R&S process, from analysing the position vacancy or opportunity within an organisation, the interview process, and selecting the best person for the job. Fundamentally, this interactive workshop reviews fair, effective and structured R&S processes that allow managers to appoint the most capable people to roles across an organisation. Participants will produce 'real' job ads and participate in various practical exercises to experience and refine their recruitment skills.

Target Audience

- Personnel entering (or wishing to enter) the field of R&S.
- Supervisors (from any level or background) and HR personnel wishing to refine their knowledge of R&S good practice.

Key Topics

- Legislative overview for the R&S process – EEO, anti-discrimination, OH&S
- Competencies and position requirements – an analysis
- Costs of recruitment
- Position Description (P.D) analysis and development
- The consultation process
- Advertising the position
- Technology in recruitment
- Communication with applicants – successful *and* unsuccessful
- The Interview
- Post Interview processes
- The selection process