

Recruitment and Selection

Duration: 1 Day program

Course overview

Finding the best possible people who can fit within the organisational culture and contribute to the organisation is both a challenge and an opportunity. Recruitment strategies are critical in attracting these people.

This course has been designed to provide participants with the knowledge and skills needed to recruit effectively and achieve the best possible recruitment outcomes.

Topics included

One day Program

- Overview of the recruitment and selection process
- Preparing for the interview
- Questioning preparation and techniques
- Decision making process
- Developing rapport in the interview
- Developing selection criteria
- Writing the report
- Decision making process
- Screening and short listing candidates
- Preparing for the interview
- Legal responsibilities including merit-based selection and equal employment opportunity

This course is ideal for

Staff who participate in recruitment and selection panels.

Learning Outcomes

Participants will be able to:

- Plan effective and useful selection criteria.
- Describe what is meant by merit-based selection and equal employment opportunity.
- Develop and maintain rapport with applicants in the interview situation.
- Use good question techniques to extract useful responses from applicants.
- Utilise listening techniques in the interview.
- Conduct all necessary follow-up actions after a selection exercise.

Register

Please contact LGTI for more details and for a quote.