PROFESSIONAL DEVELOPMENT TRAINING

09 884 0762

REQUEST QUOTE

1.0 DAY COURSE

Recruitment and Selection Training

Effective recruitment and selection ensures that the right people are in the right job. It helps to increase job satisfaction, reduce wastage of resources, achieve better retention of employees and improve productivity.

The PD Training Recruitment and Selection Training Course provides skill development and knowledge enhancement in the preparation, selection process, goal setting, orientation and retention, interviewing and measurement of the results of your recruitment efforts.

These engaging, practical training courses are delivered throughout New Zealand, including Auckland, Wellington and Christchurch.

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 and profitably.

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
- Identify & avoid bias when making an offer
- Discover new ways of retaining talent & measuring growth

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
- Case Study

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

Lesson 11: Measuring the Results
- Cost Breakdown
- Employee Quality

Lesson 12: Wrapping Up
- Word from the Wise

- Recruiter Effectiveness
- Fine Tuning
- Case Study

Talk to our expert team

Phone: 09 884 0762

Email: enquiries@pdtraining.co.nz