PROFESSIONAL DEVELOPMENT TRAINING

016 299 1479

REQUEST QUOTE

1.0 DAY COURSE

Recruitment and Selection Training

Your job postings might identify numerous applicants, but ensuring that you entice the right candidates and select the one that fits your qualifications can be a major challenge. The entire process of recruiting and selecting employees is an expensive activity.

Performing the process right, using the necessary skills to verify who will provide you the most excellent output for the future, while upholding your organization as an employer of preference are all business fundamentals.

The Recruitment, Selection and Resourcing Talent is an exceedingly effective course that gives you an overview on some preferred recruitment, selection and resourcing procedures. It covers skills like how to prepare for conducting interviews, writing ads that draw preferred types of candidates and finding suitable recruitment networks.

These engaging, practical training courses are delivered throughout Kuala Lumpur and Malaysia.

This Recruitment and Selection training course can be delivered at your premises by one of our expert local or international trainers or live online using our HIVE technology.

Contact us today for a quote or enroll now into the next public course date.

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.

Outcomes

- Master the recruitment process
- Recognize 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
- Behavioral 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

Lesson 10: Orientation and Retention
- Getting off on the Right Track
- Your Orientation Program
- The Checklist

- Sealing the Deal
- Case Study

- Following Up
- Case Study

Lesson 11: Measuring the Results

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

Lesson 12: Wrapping Up

- Word from the Wise

Talk to our expert team

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