

Workshop Outline

The Recruitment Process

Hiring an employee is easy, but hiring the right employee takes more effort. An effective selection and recruitment process generates a pool of talent that's right for the job. Our workshop takes the guesswork out of hiring and replaces it with a structured, step-by-step process that leads to the identification and recruitment of the best candidates.

Topics Covered

- Workforce planning – determining current and future needs of the business, and identifying any gaps in terms of skills, abilities, knowledge and experience
- Recruitment strategies – planning and managing the recruitment process
- Job analysis – determining what an employee actually does ... this may differ from what you actually want them to do
- Job design – making the job work for employee and employer alike
- Job descriptions – a well written job description is an effective communication tool for businesses, outlining key accountabilities as well as identifying how performance is aligned to strategic business goals
- Writing person specifications – defining the skills, behaviours and attitudes that employees need to perform their jobs effectively and efficiently
- Writing a job advert and advertising your role
- Screening candidates and creating short lists
- Effective interview techniques and questions – asking structured, competency-based behavioural questions to evaluate a candidate's knowledge, skills, abilities, experience and behaviours
- What can/can't be asked at interviews
- Psychometric assessments – getting to grips with personality and ability assessments
- Workplace simulations – setting up mock assignments to assess a candidate's potential
- Reference checking – questions to ask referees to determine candidate suitability
- Choosing the 'right' employment agreement for your new recruit

Outcomes of the Workshop

- Provides a clear view of the critical functions of your business
- Provides an overview of the options available to you when recruiting staff
- Increases the effectiveness of your recruitment process
- Helps you attract the right kind of employees, with the right skills, abilities and knowledge
- Sharpens your interview skills – helps you ask the 'right' questions to optimise the time you have to interview candidates
- Addresses how to carry out effective background and reference checks
- Helps you determine the correct employment agreement, with the appropriate and relevant content