

Effective Recruitment Workshop

Overview

This workshop provides a process for effective recruitment, identifies techniques for using the process, and helps participants develop an understanding of the responsibilities required to select the right people, including the financial costs and benefits to the organization.

Objectives

- To consider some of the myths and dangers of recruiting practices and beliefs
- To provide a process for effective recruitment
- To practice the techniques needed to use this process effectively and to understand responsibilities
- To increase the chances of making good hiring decisions

Target Participant Group

For line managers of business units who have responsibility for hiring staff and delivering results through people and also HR Managers who want to involve their line manager “customers” in the process and share skills and understanding. 6 – 9 participants is the ideal number.

Running Time

1 day

Summary of Content

- Participants are encouraged to identify specific concerns which can be addressed during the program
- Following a flow chart, participants are encouraged to consider options available to them
- A proven system is provided with formats to help managers identify **what** and **who** they are looking for, by building a success profile of the ideal candidate; and **how** and **where** to look – the importance of preparation – and how to confirm information. Segments include:
 - Why recruit and how to start – research and planning
 - Which way to recruit – beyond the newspaper ad
 - Gathering information – keys to success
 - The decision and beyond – an effective employee

Special Features

- This is a very participative session where delegates are requested to bring a Job Description with them for a current vacancy and use this to practice the steps and skills required
- Soft copy of templates are available for ongoing transfer of skills and process into the workplace