PLANNING
RECRUITMENT PROCESS

COURSE OBJECTIVE

EQUIP PARTICIPANTS WITH THE KNOWLEDGE AND SKILLS TO PLAN AND EXECUTE A SUCCESSFUL RECRUITMENT PROCESS, ATTRACTING TOP TALENT.

COURSE DESCRIPTION

COMPREHENSIVE TRAINING IN JOB ANALYSIS, CANDIDATE SOURCING, AND EFFECTIVE SCREENING TECHNIQUES. LEARN TO DESIGN INTERVIEWS, ASSESS CANDIDATES, AND ENSURE LEGAL COMPLIANCE.

LEARNING OUTCOME

1. UNDERSTAND THE IMPORTANCE OF RECRUITMENT PLANNING.
2. DEVELOP COMPELLING JOB DESCRIPTIONS AND SELECTION CRITERIA.
3. ATTRACT DIVERSE AND QUALIFIED CANDIDATES.
4. UTILIZE EFFECTIVE CANDIDATE SCREENING TECHNIQUES.
5. CONDUCT INTERVIEWS AND ASSESSMENTS FOR INFORMED DECISION-MAKING.
6. ENSURE LEGAL AND ETHICAL COMPLIANCE.
7. CONTINUOUSLY IMPROVE THE RECRUITMENT PROCESS FOR TOP-QUALITY HIRES.

2-day course (10 hours)

$350 nett

Classroom learning / E-learning