

Recruitment and Selection

How to recruit effectively for your organisation

Synopsis

Too often, managers make recruitment decisions based on “a nice chat and gut feel” which can be disastrous. Behavioural interviewing, work sample tests and proper referee checking, will lead to much better recruitment decisions, and ultimately save your council significant amounts of time and money.

A study by Business Review Australia suggested that poor recruitment practices can cost up to 2.5 times the annual salary of persons recruited.

Course Topics

- Challenging erroneous beliefs about recruitment and selection
- The validities of various recruitment and selection approaches
- Your council's recruitment and selection policies and procedures
- Advertising the position and screening applications
- Shortlisting applications based on degree of fit with selection criteria
- Behavioural interviewing practice
- Preparing for and conducting the interview
- Recruitment and selection skills practice

Your outcomes will include more effective and efficient recruitment practices to better select the right candidates for the job!



Prequalified Supplier Arrangement

Course Details

Delivery Inhouse or virtual delivery

Mode **Interactive workshop**

Time Four Hours

Class size Max 15

Cost On request

About The Trainer

With over 32 years experience in the human resources and management consulting fields, Narayan has provided a vast array of training and services to a range of organisations, including Local, State and Federal government agencies. He provides a very strong adult learning focus to his training. He ensures that it is experiential, practical and closely linked to workplace needs and realities.

