



## Recruiting for Results Management & Leadership Series

### Course Content

- Recruitment Overview
- The Recruitment & Selection Process
- Establishing the Need to Recruit
- Determining the Requirements of the Position
- Internal Sources of Employees
- External Sources of Employees
- The Interview Process
- The Selection Decision
- Eight Hiring Mistakes Employers Make: From Application to Interview
- Top Ten Recruiting Tips

### Feedback Loop

As well as extensive learning activities, participants complete a Learning Journal and a Skill Development Action Plan, maximizing the potential for learning to be applied on the job.

Together, the participant and their Manager sign-off the completion of the Learning Short-take™ and commit to implementing the Skill Development Action Plan.

### Learning Short-take™ Outline

*"Hire character. Train skill."* Peter Schutz

The recruitment of good employees is critical to long term business survival and should be treated as a competitive and strategic activity. Finding the best people to fit your organizational culture and contribute to the goals of the company is both a challenge and an opportunity.

The war for talent is on, and the candidate market is tight. Recruitment cannot afford to be a reactive process that takes place when employees leave. In order to be successful, recruitment must be about pro actively anticipating trends in employee turnover and changes to the strategic direction of the organization. Workforce planning is as critical as sales, marketing and financial planning.

This Learning Short-take™ combines self-study with workplace activities to provide you with the key skills and techniques to recruit and select the right employees for your organization. You will learn to deliver cost savings to the business by employing the right people, reducing employee turnover and re-recruitment costs, and achieving organizational results. The Learning Short-take™ is designed for completion in approximately 90 minutes.

### Learning Objectives

- Outline the purpose of recruitment.
- Identify the steps in the recruitment process.
- Explain how to establish a recruitment need.
- Develop effective Position Descriptions and Person Specifications.
- Identify the various sources of employees (internal and external).
- Explain key principles of interviewing and candidate selection.
- List eight common recruitment mistakes.
- List 10 tips for recruiting success.
- Create a Skills Development Action Plan