

Successful Recruitment Strategies

Overview:

An organisation is only as good as the people it employs. The quality of people that are employed depends on your interview techniques.

The objective of this program is to assist you in becoming more effective in the essential task of attracting and selecting high quality employees to your organisation. In particular this workshop will address:

- Interviewing
- Developing effective questioning techniques
- Avoid pitfalls of interviewing by conducting an effective and professional interviews
- Developing strategies for effective employee selection
- Identify the benefits of interviewing skills and the various types of interviews
- Handling an interview by developing an understanding of the various types of candidates, conduct an interview by following a specific structure, and use effective communication techniques when interviewing
- Identify the types of bias, the steps involved in evaluating a candidate, and several criteria for ranking candidates
- Identify the follow-up tasks that should be performed after an interview
- The provisions outlined by EEO and identify appropriate and inappropriate questions, including those that are not permissible according to the law

Designed for: Entry, middle or new managers

Duration: 1 day

Content:

Selection

- Benefits of effective interviewing
- The objectives of good selection
- The impact of incorrect selection
- What goes wrong with selection?
- The interview
- Closing the interview
- Interview bias
- Selection criteria
- Resume screening
- Reference checking
- Motivational fit
- Selection interviews
- Résumé Screening
- Reference Checking
- Motivational Fit

Behavioural Interviewing

- Behavioural Interviewing
- Behavioural Questioning Activity
- Note Taking
- Active Listening
- Active Listening Skills
- Handle an interview
- Conduct an interview

Selection Essentials

- Follow up after an interview
- EEO
- Two way selection process

Role Play

Actions



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