

Manage Recruitment

This three-hour workshop will help you teach participants how to:

- Know the critical factors involved in the hiring and selection process and your role as a manager in the process.
- Recognize the costs incurred by an organization when a wrong hiring decision is made.
- Develop a fair and consistent interviewing process for selecting employees.
- Prepare better job advertisements and use a variety of markets.
- Be able to develop a job analysis and position profile.
- Check references more effectively.
- Understand how important an orientation program is to an organization.
- Know the characteristics of an effective orientation program.
- Understand the basic employment and human rights laws that can affect the hiring process.

Introduction and Course Overview

You will spend the first part of the workshop getting to know participants and discussing what will take place during the workshop. Participants will also have an opportunity to identify their personal learning objectives.

Finding and Hiring Good People

This section outlines pre-hiring and hiring activities, employee orientation, and employee education, growth, and development.

Recruitment & Selection Process

This section describes the six stages of the recruitment and selection process.

Factoring in the Hiring Process

Participants will explore three levels of factors that determine if an employee will be a good employee.

Cost Analysis

This section outlines the different costs associated with hiring new employees.

Job analysis and Position Profiles

Participants will see how breaking down the job position into its basic parts will help the recruiting manager find better fits for the job.

Finding Candidates

This section outlines the various avenues a recruitment manager can use to search for potential employees.

Advertising

This section outlines the basics of what should and should not be included in a job ad.

The Screening Process

Rather than spend hours poring over resumes, this section will teach participants how to effectively screen resumes.

Behavioural Interviewing

This section outlines the shift away from “Where do you see yourself in 5 years?” to “How would you deal with this situation?” in order to more accurately determine a candidate’s strengths and weaknesses.

Performance Assessments

This section outlines this useful interview tool to better examine a candidate’s skill.

Checking References

Participants will explore how to effectively check references.

Characteristics of a Successful Orientation Process

This section will outline effective methods to integrate a new employee into your company and emphasise that orientation should be a process, not just a single step at the beginning.

The Importance of Perception

If a new employee walked into your workplace today, what would they see?

Human Rights

This final section outlines the importance of asking the right types of questions during the interview.

Workshop Wrap-Up

At the end of the workshop, participants will have an opportunity to ask questions, fill out a personal action plan, and complete a workshop evaluation.