

RECRUITMENT, SELECTION

Course Overview

Recruitment, selection and induction is process of finding, hiring and initiating employees. This is also referred to as full life-cycle recruiting. Most employers create and administer this process to ensure effective and efficient recruiting. This process is also implemented to ensure hiring managers comply with policies, such as affirmative action, equal opportunity employment and non-discrimination.

Course Contents /Outline

Recruitment

Introduction to the recruitment process

Recruitment Stage 1 - Identify genuine vacancy

Recruitment Stage 2 - Obtain authority to recruit

Recruitment Stage 3 - Conduct job analysis

Recruitment Stage 4 - Write or review position description

Recruitment Stage 5 - Attracting candidates

Unpaid work experience

Selection

Introduction to the selection process

Selection Stage 1 - Setting criteria & strategy

Selection Stage 2 - Shortlisting candidates

Selection Stage 3 - Conducting selection methods

The selection interview

Selection Stage 4 - Reference and Pre-employment checks

Selection Stage 5 - Offering employment

Induction

Introduction to the Induction Process

Induction Stage 1 - Induction planning

Roles and responsibilities in the induction process

Developing the Induction Program

Induction Stage 2 - Pre-employment induction preparation

Induction Stage 3 - The first week of induction

Induction Stage 4 - The first month of induction

Induction Stage 5 - The first 3-6 months of induction

Induction Stage 6 - On-going review of newly inducted employees