

CDU delivering AIM Professional Short Courses

Recruiting and Selecting the Right People

There are high costs associated with making the wrong decision in employee recruitment and selection. This course, essential for all managers and human resource professionals, covers issues such as recruiting, conducting different types of interviews, avoiding the legal pitfalls of interviewing, selecting the most suitable candidate and inducting new employees.

Designed for

Managers who wish to develop their skills in staff selection, and human resource professionals who have little experience in selection methods.

Learning Outcomes

- Develop a workforce plan
- Develop job descriptions and clear selection criteria
- Handle face-to-face interview interactions
- Summarise data and make an informed selection decision
- Develop and manage the induction process

Course Content

- Determine workforce needs
- Job analysis and job design
- Advertising options
- Legal requirements
- Selection tools
- Interviewing skills
- Post interview responsibilities
- Induction process

Course Duration: 2 days