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Effective Recruitment and Selection

Workshop Outcomes

To provide participants with the skills required to recruit and select staff using a process designed to measure candidates' potential performance on the job.

Audience

All who have responsibilities within the recruitment process, and more particularly, those who participate in the interview and selection stages. Ideally, participants need to have completed the communication skills training as a pre-requisite to this programme.

Content

- Application of relevant legislation
- Recruitment process overview
- Selection techniques and person(s) responsible
- Screening applications
- Reference checking
- Structured interviewing
 - Process
 - Questions
 - Summary of interview ratings
- Assessment techniques
- In basket assessments
- Recruitment criteria by source of measurement

Process

Participants learn the principles of applying their organisation's recruitment process and develop and practice skills in interviewing and assessing candidate suitability.

Duration:

2 days

Venue:

One large training room