



★ Effective Recruitment and Selection ★

Overview

The aim of the *Effective Recruitment and Selection* workshop is to provide participants with knowledge and skills they require to apply an equitable, systematic and consistent approach to recruitment and selection.

Topics

- ⇒ Legal Obligations During Recruitment and Selection
- ⇒ Job Requirements
- ⇒ Recruitment Strategies
- ⇒ Reviewing Applications and Short-listing
- ⇒ Conducting Interviews
- ⇒ Questioning Techniques
- ⇒ Candidate Selection and Paperwork

Learning Outcomes

- ✓ Identify the basic requirements of EEO legislation
- ✓ List personal characteristics which in most cases is illegal to discriminate against, or in favour of, in recruitment and selection
- ✓ State the implications that the Privacy Act 2000 has on recruitment processes
- ✓ Define role and person specifications to aid recruitment
- ✓ Identify suitable recruitment strategies
- ✓ Analyse and prepare job advertisements
- ✓ Identify Resumé "Red Flags"
- ✓ Prepare an Interview Plan
- ✓ Conduct a selection interview
- ✓ Prepare an Interview Assessment Form and Candidate Ranking Form

Delivery

Effective Recruitment and Selection is presented as a one-day practical workshop. Public and in-house workshops are available.

Target Audience

Effective Recruitment and Selection is appropriate anyone involved in the recruitment and selection process.

Information and Bookings

Please phone Plum Results on 02 6495 2656 or email admin@plumresults.com.au to request more information, check public dates or book an in-house course.