

RECRUITING, INTERVIEWING AND SELECTING EMPLOYEES

Making the wrong hiring decision means throwing away substantial investment of time and money on recruitment, training and benefits. This fundamental seminar is your ticket to making the right hiring decisions and contributing more to your company's bottom line.

HOW WILL YOU BENEFIT

- Attract talent through innovative recruitment sources
- Learn how to effectively use telephone screening and other methods to filter out the wrong applicants
- Practice interviewing techniques to refine and develop your skills as an interviewer
- Understand how to ask the right questions to find out the information you need to know
- Avoid interview "traps"

WHAT YOU WILL COVER

- Recruitment challenges and trends
- Analyzing job specifications before the interview
- Laying the foundation for the interview
- Reviewing legal obligation in hiring
- Keeping records that protect your position and your company
- Handling the face-face interaction-from start to finish
- Pre-employment and employment testing
- Making the selection- testing\references\other considerations

WHO SHOULD ATTEND: Professionals with fewer than two years' experience in hiring, including HR assistants, managers and HR specialist involved in the hiring process.