

Recruitment and Selection: Your Key to Hiring the Best

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As a manager, the selection of the right person for the job requires effective recruiting and interviewing techniques. Today, there is nothing more important than who you hire and how you train them. When good selections are made, your department benefits and turnover is minimized.

The financial impact of personnel selection on an organization is much more than most people realize. A “wrong” hire can become very time-consuming and frustrating for both employee and manager.

Effective hiring begins with creating realistic job descriptions that most accurately describe the position. This course will provide you with information and tools to begin this process. Once established, they become the road map for recruiting and selection.

An interview is the vehicle to identify whether the skills, knowledge and abilities of the candidate are a match for the open position. *In Recruitment and Selection* you will learn the art and science of interviewing, including behavioral techniques and legal issues associated with the process.

“Eagles don’t flock – you have to find them one at a time.”

H. Ross Perot

You Will Learn To:

- Develop resources to assist in the evaluation of specific job requirements
- Implement recruiting strategies to attract qualified candidates
- Recognize the legal pitfalls of interviewing and hiring
- Extend job offers and complete necessary paperwork

You Will Benefit By:

- Reducing turnover by finding the “right” candidate the first time
- Minimizing recruitment costs by using more creative techniques
- Being prepared for interviews
- Avoiding legal errors when interviewing
- Practicing and preparing for your next set of interviews
- Receiving immediate productivity from new recruits