



## Recruiting, Interviewing, & Selecting Employees Training Seminar

### **Who Should Attend:**

The target audience for this training seminar is administrative persons with two years or less of experience in hiring, including HR assistants, personnel officer, managers, HR specialists and non-practitioners involved in the hiring process.

### **Objectives:**

At the end of this training seminar participants will be able to:

- Revise and improve their employee selection philosophy
- Use innovative employee recruitment sources and techniques to attract the best talent
- Effectively use the telephone screening process and other techniques to filter out the unsuitable applicants
- Establish and practice interviewing systems to refine and develop your interviewing skills
  - € E.g. how to open and close the meeting
  - € E.g. how to ask the right type of questions to determine the information you need to know

### **Content:**

#### **The Challenges of recruitment**

- Contingent workers
- Diversity of the workplace
- Unconventional work arrangements

#### **Good Sources of recruitment**

- 5 Key elements to recruitment strategies
- The benefits and negatives associated with different recruiting sources
- Establishing new strategies to attract various groups: new graduates, outstanding workers, mentored talent, retirees, part-timers

## **Internet Strategy**

- Pros & Cons of Internet recruiting
- Examining cyberspace resumes
- Website qualifying – reasons to select certain recruiting website over others
- Key online recruiting guidelines
- Why Global recruitment?

## **Keys to Interview Preparation**

- Outline Job specifications
- Create job descriptions
- Application Review and resumes evaluation
- Initial screening of applicants via telephone
- Creating the interviewing environment
- Record-keeping requirements
- Planning key probing questions
- Pre-employment questions

## **Conducting and Documenting the Interview**

- Format
- Active listening
- Engage the applicants
- 5 key questioning techniques
- Asking certain questions at the correct stage of interview
- Providing suitable information at the proper times
- Closing the interview
- Performing team interviewing
- How to interview “unsuitable” applicants
- What to avoid and what not to avoid
- Documentation – purposeful, clear vs. ineffective

## **Selection Process**

- Forms of testing – key elements on testing
- Why testing?
- Reference verification
- Other selection considerations