PROFESSIONAL DEVELOPMENT TRAINING

Hiring Strategies Training

REQUEST QUOTE

1.0 DAY COURSE

Hiring errors waste the company's time, money and other resources. This PD Training Hiring Strategies Training course provides you with the tools and skills to develop an effective recruitment process used to attract and hire the right person for the job.

This Hiring Strategies Training Course covers the following: developing a suitable hiring strategy, analysis of the requirements for the job opening, advertising the job opening, assessment of the candidates for the position, selecting the top candidates based on the resumes, cover letters and grades, the interview, setting the salary range, the final selection process and much more.

This comprehensive training course is available across the U.S., including Atlanta, Austin, Baltimore, Birmingham, Boston, Charlotte, Chicago, Dallas, Houston, Jackson, Los Angeles, Manhattan, Miami, New York, Orlando, Philadelphia, San Antonio and Seattle.

What You'll Gain:

Hiring and training employees is expensive if organizations frequently hire employees unsuitable for their jobs. During this training course in hiring strategies, participants learn to develop the skills, attitude, and understand to hire the right people for the right job.

Hiring Strategies Training Course includes skill development in developing a hiring strategy, steps and techniques to use in an interview, finding potential candidates for a position, and welcoming new hires.

Outcomes

Development of the right hiring strategies saves an organization time and money in frequent recruitments. This training course helps organizations to develop skills and understanding to develop excellent hiring strategies.

After completing this course, participants will have learned to:

- Know the position
- Analyze a job

- Analyze a task
- Develop a suitable hiring strategy
- Identify top performers
- Be prepared
- Mark salary range
- Advertise where it matters
- Develop corporate citizenship
- Consider competition
- Consider cover letters appropriately
- Grade resumes
- Conduct an Internet search
- Use a panel
- Interview more than once
- Understand the selection process

Modules

Lesson 1: Getting Started
- Housekeeping Items
- Pre-Assignment Review
- Workshop Objectives
- The Parking Lot
- Action Plan

Lesson 2: The Interview (II)
- Tell Me About My Company
- Distractions
- Interview More Than Once
- Wrap Up
- Case Study

Lesson 3: Defining and Knowing the Position
- Know the Position
- Needs Analysis
- Job Analysis
- Task Analysis
- Case Study

Lesson 4: Selection Process (I)
- Testing
- Look for Passion and Enthusiasm
- Background Checks
- Trust Your Instincts
- Case Study

Lesson 5: Hiring Strategy
- Company Information
- Salary Range
- Top Performers
- Be Prepared
- Case Study

Lesson 6: Selection Process (II)
- Education Level Vs
- Experience
- Have a Consensus
- Keep Non-Hires on File
- Checking References
- Case Study

Lesson 7: Lure in Great Candidates

- Advertise Where Candidates Visit
- Develop Corporate Citizenship
- Treat Your Candidates Well
- Look at the Competition
- Case Study

Lesson 8: Making an Offer

- Do it Quickly
- Employment Details
- Notify Rejected Candidates
- Be Creative
- Case Study

Lesson 9: Filtering Applicants to Interview

- Put Lots of Weight on Cover Letters
- Grading Resumes
- Internet Search
- Initial Phone Interview
- Case Study

Lesson 10: Onboarding

- Training and Orientation
- Mentoring
- 30-60-90 Day Reviews
- Make Them Feel Welcome
- Case Study

Lesson 11: The Interview (I)

- Introduce Everyone
- Use a Panel
- Match the Interview to the Job
- Types of Questions
- Case Study

Lesson 12: Wrapping Up

- Words from the Wise
- Parking Lot
- Lessons Learned
- Completion of Action Plans and Evaluations

Talk to our expert team

Phone:

Email: