PROFESSIONAL DEVELOPMENT TRAINING

Recruitment and Selection Training

REQUEST QUOTE

1.0 DAY COURSE

This Recruitment and Selection Training course from PD Training teaches you the skills and techniques that will help you find, hire and retain the best possible employees for your business.

After completing this course, you will have learned to: master the recruitment and selection process, conduct an effective background check, use the G.R.O.W. model (Goal, Reality, Obstacles, Options, Way Forward) in setting SMART goals, prepare the questions for different interview types and processes, determine how to retain your best employees 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:

Your employees are a vital part of determining the success of your business. Finding the best employees for each position requires strong recruitment strategies. Top talent will not always find you. You must seek out people to fill the positions that you have open. Recruiting the most qualified candidates will ensure that your employees keep your company running smoothly.

Outcomes

By the end of this training course, participants will:

- Master the recruitment process
- Recognize the G.R.O.W. model & how to set goals
- Learn how to prepare for the interview & question process
- Identify & avoid bias when making an offer
- Discover new ways of retaining talent & measuring growth

Modules

Lesson 1: Getting Started
- Workshop Objectives

Lesson 2: Avoiding Bias in Your Selection
- Expectancy Effect
- Primacy Effect
- Obtaining Bias Information
- Stereotyping
- Case Study

Lesson 3: Introduction to Recruitment
- What is Recruitment?
- Challenges and Trends
- Sourcing Candidates
- Requirements
- Case Study

Lesson 4: The Background Check
- Preparation
- Data Collection
- Illegal Questions
- Being Thorough without Being Pushy
- Case Study

Lesson 5: The Selection Process
- Job Analysis and Descriptions
- The Approach
- The Recruitment Interview
- Testing
- Case Study

Lesson 6: Making Your Offer
- Outlining the Offer
- Negotiation Techniques
- Dealing with Difficult Issues
- Sealing the Deal
- Case Study

Lesson 7: Goal Setting
- Using the G.R.O.W. Model
- Identifying Goal Areas
- Setting SMART Goals
- Using a Productivity Journal
- Case Study

Lesson 8: Orientation and Retention
- Getting off on the Right Track
- Your Orientation Program
- The Checklist
- Following Up
- Case Study

Lesson 9: The Interview
- Phone Interviews
- Traditional Interviews
- Situational Interviews
- Stress Interviews
- Case Study

Lesson 10: Measuring the Results
- Cost Breakdown
- Employee Quality
- Recruiter Effectiveness
- Fine Tuning
- Case Study

Lesson 11: Types of Interview Questions

Lesson 12: Wrapping Up
- Word from the Wise

- Direct Questions
- Non-Direct Questions
- Hypothetical or Situational Questions
- Behavioral Descriptive Questions
- Case Study

Talk to our expert team

Phone:

Email: