



Title

RECRUITMENT & SELECTION

Description & Objective

In the battle for talent, the recruitment and selection function takes on increased organizational significance. This course offers a comprehensive overview of recruitment and selection methods, tools, and resources. Topics include: internal and external recruitment, conventional and e-recruitment methods, interview methods and techniques, use of psychometric tools, referencing, employment contracts and a successful launch.

Content/Outline

- Definition of Recruitment & Selection
- Strategic Recruitment – Integrating Business Objectives
- Difference between Recruitment & Selection
- Costs of recruitment; Effects of turnover
- HR Planning – Demand & Supply, Forecasting Techniques
- Designing position descriptions & person specifications (Job Analysis)
- Internal vs External Recruitment
- Sources of recruitment
- Advertising (Planning, Designing & Monitoring Advertising)
- CV and Cover Letter
- Legal Issues
- Evaluation of the Recruitment activity
- Measurement, Validity & Reliability
- Steps in the Selection process
- Types of Selection Tests (Ability & Personality Assessment)





- Assessment Centres
- Integrity Testing, Drug Testing, Graphology
- Short listing and Screening Applicants
- Interview - Types of interview
- Planning and structuring an interview
- Elements of a Good Selection Interview (Do's & Don'ts of Interview)
- Strategies for Selection Decision Making
- Reference Checking
- Making an Offer
- Evaluation of the Selection Activity
- Orientation (Purpose, Content & Pitfalls, Costs/Benefits)
- Barriers to Effective Recruitment and Selection
- Outsourcing Recruitment and Selection Activities

