

## Staff Recruitment and Selection

### Course overview

Poor selection and recruitment decisions are costly mistakes for organisations.

Selecting staff is a very challenging task. It is, however, an area to which we pay scant attention relying instead on “gut reactions” and word-of-mouth references as selection procedures.

Even people who have extensive experience in recruitment and selection sometimes find themselves in doubt about whether they have really chosen the ‘right’ person from all the applicants for a position. Likewise the process is difficult for potential employees who often agonise over whether to apply for the position in the first place, and then whether to accept the new position when it is offered.

This course aims to provide a comprehensive overview of recruitment and selection best practice. You will have ***opportunities to practice and refine your interviewing skills*** and establish sound criteria for selecting the best candidate.

At the end of this course you will be able to conduct a successful recruitment process for your organisation.

### Learning outcomes

On completion of the programme, participants will be able to:

- Prepare effective job advertisements
- Describe the main provisions of current employee legislation as it affects recruitment

- Prepare and conduct interviews using sound selection criteria
- Apply a systematic overall approach to making valid decisions
- Understand the importance of a formal letter of offer and structured induction process.

### **Target audience**

This course would ideally suit any manager, supervisor, or other employee with the responsibility for conducting recruitment and selection of staff.

**Course length:** 1 and 2 day programs available

**For more details on how Learning Insight can help your organisation contact**

#### **Learning Insight**

Phone: 02 46282088 – Fax 02 46282188 - Mobile: 0400 778807  
[enquiries@learninginsight.com.au](mailto:enquiries@learninginsight.com.au)