

# Course Outlines

Course Name	<b>Recruitment, Selection and Hiring</b>
Conducted By	Techno Management
Duration:	2 Days
Preparations	Classroom with a Data Show and whiteboard or flipchart
Audience	All managers involved in Human Resources Management
Pre-Requisites	None
General Notes	None

## **Recruitment, Selection and Hiring**

### **Course Contents**

#### **Course Description**

Staffing an organization today has become more complex than ever. Projecting when to add or reduce headcount is one of the strategic contributions human resource professionals are expected to make. Create and implement an effective interviewing process to identify, hire, and promote the most qualified applicants and employees based on the requirements of the job and the needs of your organization.

#### **Course Outlines**

1. Develop effective recruitment strategies and methods
2. Select appropriate screening and selection techniques
3. Planning for staffing needs
4. Recruiting methods and techniques
5. The process from the moment you learn there is a need until you extend an offer of employment
6. Setting objectives for the interview
7. Assessing candidates' ability to function effectively within that position, the department, and the organization
8. Selling the position and your organization to a candidate
9. Comparing candidates to the skills, abilities, knowledge, and personal characteristics required to successfully perform the position.

#### **Audience**

HR professionals with responsibility for recruiting, screening, hiring, and promoting employees; human resources and line managers making promotion and hiring decisions

#### **Course Timing**

1. Course duration is 2 days (16 hours)
2. Duration is from 9:00 am to 4:00 pm with one hour lunch break and two half an hour coffee breaks.