

Human Resources

Employee Recruitment Course Outline:

Module One: Getting Started

- Icebreaker
- Housekeeping Items
- The Parking Lot
- Workshop Objectives

Module Two: Introduction to Recruitment

- What is Recruitment?
- Challenges and Trends
- Sourcing Candidates
- Requirements
- Case Study
- Review Questions

Module Three: The Selection Process

- Job Analysis and Descriptions
- The Approach
- The Recruitment Interview
- Testing
- Case Study
- Review Questions

Module Four: Goal Setting

- Using The G.R.O.W. Model
- Identifying Goal Areas
- Setting SMART Goals
- Using a Productivity Journal
- Case Study
- Review Questions

Module Five: The Interview

- Phone Interviews
- Traditional Interviews
- Situational Interviews
- Stress Interviews
- Case Study
- Review Questions

Module Six: Types of Interview Questions

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

Module Seven: Avoiding Bias in Your Selection

- Expectancy Effect
- Primacy Effect
- Obtaining Bias Information
- Stereotyping
- Case Study
- Review Questions

Module Eight: The Background Check

- Preparation
- Data Collection
- Illegal Questions
- Being Thorough Without Being Pushy
- Case Study
- Review Questions

Module Nine: Making Your Offer

- Outlining the Offer
- Negotiation Techniques
- Dealing with Difficult Issues
- Sealing the Deal
- Case Study
- Review Questions

Module Ten: Orientation and Retention

- Getting off on the Right Track
- Your Orientation Program
- The Check-list
- Following Up
- Case Study
- Review Questions

Module Eleven: Measuring the Results

- Cost Breakdown
- Employee Quality
- Recruiter Effectiveness
- Fine Tuning
- Case Study
- Review Questions

Module Twelve: Wrapping Up

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