

Human Resources

Hiring Strategies Course Outline:

Module One: Getting Started

- Housekeeping Items
- The Parking Lot
- Workshop Objectives
- Pre-Assignment
- Action Plans and Evaluations

Module Two: Defining and Knowing the Position

- Know the Position
- Needs Analysis
- Job Analysis
- Task Analysis
- Case Study
- Module Two: Review Questions

Module Three: Hiring Strategy

- Company Information
- Salary Range
- Top Performers
- Be Prepared
- Case Study
- Module Three: Review Questions

Module Four: Lure in Great Candidates

- Advertise Where Candidates Visit
- Develop Corporate Citizenship
- Treat Your Candidates Well
- Look at the Competition
- Case Study
- Module Four: Review Questions

Module Five: Filtering Applicants to Interview

- Put Lots of Weight on Cover Letters
- Grading Resumes
- Internet Search
- Initial Phone Interview
- Case Study
- Module Five: Review Questions

Module Six: The Interview (I)

- Introduce Everyone
- Use a Panel
- Match the Interview to the Job
- Types of Questions
- Case Study
- Module Six: Review Questions

Module Seven: The Interview (II)

- Tell Me About My Company
- Distractions
- Interview More Than Once
- Wrap Up
- Case Study
- Module Seven: Review Questions

Module Eight: Selection Process (I)

- Testing
- Look for Passion and Enthusiasm
- Background Checks
- Trust Your Instincts
- Case Study
- Module Eight: Review Questions

Module Nine: Selection Process (II)

- Education Level Vs. Experience
- Have a Consensus
- Keep Non-Hires on File
- Checking References
- Case Study
- Module Nine: Review Questions

Module Ten: Making an Offer

- Do it Quickly
- Employment Details
- Notify Rejected Candidates
- Be Creative
- Case Study
- Module ten: Review Questions

Module Eleven: Onboarding

- Training and Orientation
- Mentoring
- 30 60 90 Day Reviews
- Make Them Feel Welcome
- Case Study
- Module Eleven: Review Questions

Module Twelve: Wrapping Up

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