

# Recruiting for Success

## course outline

The Recruiting for Success course is designed to teach you how to use the best interview techniques to assist with bringing on board the best employees to enable success for your organisation.

### IS THIS COURSE FOR YOU?

The aim of this course is to teach you how to recruit successfully.

### ABOUT THE COURSE

Within any organisation, it's the people who make the biggest difference to its overall success — especially if they feel motivated, highly valued, and supported in their roles.

Recruiting for Success incorporates three modules designed to teach you how to be effective when recruiting employees in your HR role.

### AIMS AND OBJECTIVES

This course has been specifically designed for those wishing to work in an HR capacity and provides an introduction to the recruitment process.

### PRE-REQUISITES

This course is designed for beginners with an interest in working with people as a career.

### COURSE CONTENT

#### Module 1: Hitting the Recruitment Bull's Eye

You'll learn how to attract the skills needed to meet your organisation's needs and the recruiting techniques to use to make this happen.

You'll explore how to appeal to recruits by tapping into what is important to them in a job. The module also prepares you to establish and implement a recruitment and talent management strategy.

#### Module 2: Applicant Screening: The First Step in Hiring the Best

This module covers how to write a job description, which will help you evaluate an applicant's CV effectively. You'll learn key techniques for screening CVs based on job requirements, as well as how to identify red flag issues and how to approach them.

#### Module 3: Concluding an Effective Hiring Interview

The process of interviewing candidates to fill a role can be daunting. How do you know who to recruit? An effective interview is key to hiring the candidate who best fits the job description. Certain steps must be taken to ensure the interviewer handles the interview well.

In this module, you'll learn how to prepare, conduct and assess an interview to hire the right person for the right role.

### CAREER PATH

Recruiting for Success will provide you with a great foundation to enable you to progress with your studies in the HR field.

### COURSE DURATION

3 hours. This will vary from individual to individual based on prior knowledge and ability.



#### CPD POINTS: 3

CPD points awarded upon successful completion.