

## **RECRUITMENT AND SELECTION**

*US 12140 / NQF Level 5 / 9 Credits*

Amongst other things, the success of a company is directly dependent on the quality of its workforce. Negative trends, like high labour turnover and decreased productivity, can be an indication of poor selection.

Making correct hiring decisions becomes an imperative skill for all interviewers and may only be achieved through well-defined hiring practices and procedures.

Learn skills to identify and evaluate the need, develop a budget and design a recruitment plan to implement an effective and efficient recruitment selection process.

### **WHO SHOULD ATTEND**

- Managers
- HR staff and managers
- All staff involved in the hiring process
- Entrepreneurs and business owners

### **HOW YOU WILL BENEFIT**

- Increase your staff quality by being able to identify candidates with the right characteristics for each position
- Make the interviewing process easier by having a structured, consistent approach
- Remove personal bias and 'gut-feeling' from the decision-making process, making the interview fair and accurate, strengthening the candidate selection
- Minimise time spent on interviewing unsuitable candidates
- Budgeting will be understood and applied in the recruitment process

### **WHAT WILL BE COVERED**

- Obtaining information on the position that is relevant and complete
- Designing a selection procedure appropriate for the specific position and in line with organisational and legal requirements
- Identifying resources and methods needed for recruitment and selection
- Preparing and managing the budget.
- Selection criteria and controls
- Conducting recruitment to elicit the desired response from the target market
- Dealing with responses
- Initial screening
- Shortlisting potential candidates to facilitate selection
- Managing an applicant database
- Validating backgrounds and qualifications using appropriate verification methods
- Assessing candidates against the requirements of the defined position
- Interviewing candidates using best practice techniques appropriate to the defined position
- Refining the shortlist to reflect the results of the assessment of candidates.
- Making selections following planned strategy and compliance with legislative requirements
- Feedback to both successful and unsuccessful candidates legally, tactfully and timeously
- Dealing with unplanned events in accordance with the circumstances, and initiating contingency plans

*Two-day course 08:30 - 16:00*

*Tel: (031) 267 1229*

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<b>Module 1</b> <b>Plan and prepare for recruitment and selection</b>	<b>Module 2</b> <b>Recruit applicants</b>
<ul style="list-style-type: none"> <li>• Obtain information on the position that is relevant and complete</li> <li>• Select or design a selection procedure and ensure it is appropriate for the specific position and in line with organisational and legal requirements</li> <li>• Confirm the selection procedure to be a validated procedure</li> <li>• Identify resources and methods needed for recruitment and selection and prepare and manage budgets. Ensure that the resources are available, within budget and fit-for-purpose</li> <li>• Develop selection criteria and control procedures in line with organisational and legal requirements, and avoid partiality or bias</li> <li>• Develop a plan that ensures effective and efficient recruitment and selection</li> </ul>	<ul style="list-style-type: none"> <li>• Conduct recruitment following the plan and in such a way as to have the potential to elicit the desired response from the target market</li> <li>• Deal with responses in accordance with planned control procedures</li> <li>• Ensure that the initial screening determines if applicants meet the critical job specifications and requirements to expedite the departure of unsuitable applicants</li> <li>• Implement corrective action following the evaluation of the initial recruitment plan, if the initial screening does not elicit desired responses</li> <li>• Prepare a list of potential candidates to facilitate selection</li> <li>• Manage an applicant database following legislation and organisational requirements</li> <li>• Deal with unplanned events in accordance with the circumstances and initiate contingency plans</li> </ul>

<b>Module 3</b> <b>Select staff</b>
<ul style="list-style-type: none"> <li>• Validate backgrounds and qualifications using appropriate verification methods according to the plan</li> <li>• Assess candidates against the requirements of the defined position</li> <li>• Interview candidates using best practice techniques appropriate to the defined position</li> <li>• Draw up a shortlist to reflect the results of the assessment of candidates. Ensure that the shortlist can be justified in terms of the match between candidate profile and job requirements</li> <li>• Make selections following planned strategy and ensure that it can be justified in terms of the best match between candidate profile and job and organisation requirements and meeting legislative requirements</li> <li>• Ensure that feedback is relevant to the enquiry and the job requirements, and is given to both successful and unsuccessful candidates tactfully according to the planned time framework and legal requirements</li> <li>• Document records to facilitate further processing and reflect agreements reached and successful candidate details accurately. Ensure that records are authorised and forwarded to designated personnel</li> <li>• Deal with unplanned events per the circumstances, and initiate contingency plans</li> </ul>

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