



# MSPD

CONSULTING . CORPORATE TRAINING . PERSONNEL

*Make your Dreams Come True*

## 2016/17 Course Outline

MSPD Skills Development Programme

## Employee Recruitment

### Course overview

Develop in-depth employee-selection interviewing skills, and learn about the human resources function of selecting and placing employment candidates.

Through extensive in-class practice and mock interviews, you learn how to identify and define selection standards, develop probing primary and secondary interview questions, and evaluate candidates. Topics include systematic approaches to finding candidates and making hiring decisions. Recruiters who manage multiple openings can also benefit from this course.

### Learning Outcomes

This course will enable you to:

- Prepare the documentation needed for identifying the best candidate
- Select a suitable candidate based on this documentation
- Utilise a range of selection techniques for identifying the best candidate
- Plan and co-ordinate the candidate's orientation so that they quickly maximise their performance
- Find ways of meeting the career development needs of high performing staff
- Utilise a range of initiatives for retaining high performing staff
- Select a suitable candidate based on this documentation
- Utilise a range of selection techniques for identifying the best candidate

### Course outline

- i. Preparing position descriptions and personnel specifications
- ii. How to identify a suitable applicant based on job descriptions and personnel specifications
- iii. Staff selection techniques, including interviewing, skills tests and referencing
- iv. Induction of new staff
- v. Ways of ensuring new staff quickly reach their peak performance
- vi. Retaining staff