



MSPD

CONSULTING . CORPORATE TRAINING . PERSONNEL

Make your Dreams Come True

2016/17 Course Outline

MSPD Skills Development Programme

Hiring Strategies Course

Learning Outcomes

This course will enable you to:

- Know the position
- Analyse a job
- Analyse a task
- Develop a suitable hiring strategy
- Identify top performers
- Be prepared
- Mark salary range
- Advertise where it matters
- Develop corporate citizenship
- Consider competition
- Consider cover letters appropriately
- Grade resumes
- Conduct an Internet search
- Use a panel
- Interview more than once
- Understand the selection process