

## Employee Recruitment

Many companies simply wait for talent to come to them. Simply advertising an open position and hoping that you find the right talent does not guarantee that you will find the best people. Actively seeking out qualified candidates is the best way to ensure that you find the talent that you need. Recruitment is essential to the success of your business.

Our Employee Recruitment workshop will guide your participants and help them interview and recruit the right employee for you. Hiring a new employee is one of the largest investments you make in any business. Hiring the right employee is very important, as training can be expensive, and employee turnover costs companies millions every year. So, reduce your costs with a great employee recruitment program!



### Course Outline:

#### Module One: Getting Started

- Icebreaker
- Housekeeping Items
- The Parking Lot
- Workshop Objectives

#### Module Two: Introduction to Recruitment

- What is Recruitment?
- Challenges and Trends
- Sourcing Candidates
- Requirements
- Case Study
- Review Questions

#### Module Three: The Selection Process

- Job Analysis and Descriptions
- The Approach
- The Recruitment Interview
- Testing
- Case Study
- Review Questions

#### Module Four: Goal Setting

- Using the G.R.O.W. Model
- Identifying Goal Areas
- Setting SMART Goals
- Using a Productivity Journal
- Case Study
- Review Questions

#### **Module Five: The Interview**

- Phone Interviews
- Traditional Interviews
- Situational Interviews
- Stress Interviews
- Case Study
- Review Questions

#### **Module Six: Types of Interview Questions**

- Direct Questions
- Non-Direct Questions
- Hypothetical or Situational Questions
- Behavioral Descriptive Questions
- Case Study
- Review Questions

#### **Module Seven: Avoiding Bias in Your Selection**

- Expectancy Effect
- Primacy Effect
- Obtaining Bias Information
- Stereotyping
- Case Study
- Review Questions

#### **Module Eight: The Background Check**

- Preparation
- Data Collection
- Illegal Questions
- Being Thorough Without Being Pushy
- Case Study
- Review Questions

#### **Module Nine: Making Your Offer**

- Outlining the Offer
- Negotiation Techniques
- Dealing with Difficult Issues
- Sealing the Deal
- Case Study
- Review Questions

**Module Ten: Orientation and Retention**

- Getting off on the Right Track
- Your Orientation Program
- The Check-list
- Following Up
- Case Study
- Review Questions

**Module Eleven: Measuring the Results**

- Cost Breakdown
- Employee Quality
- Recruiter Effectiveness
- Fine Tuning
- Case Study
- Review Questions

**Module Twelve: Wrapping Up**

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