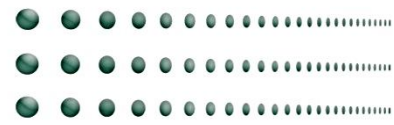




RT0 provider code: 60034

Business Skills  
IT Solutions  
Qualifications



## Recruiting Staff

National Competency Standard (BSB):

BSBHRM405 – Support the recruitment, selection and induction of staff.

### Course Objectives

This course presents the skills and knowledge required to execute tasks associated with the recruitment cycle that require in-depth knowledge of the work of the organisation and how recruitment and selection practices fit with other human resources functions.

It will assist individuals who support recruitment, selection and induction functions under the direction of a human resource manager.

### Duration

1 Day.

### Course Outcomes

On completion of this course you will be able to:

1. Appreciate the impact of staff turnover
2. Establish organisational direction
3. Interview the job before the candidates –job audits
4. Identify specific skill/resource gaps
5. Develop job specifications
6. Ask relevant and legal questions
7. Design the selection process
8. Conduct the selection process
9. Conduct reference checks
10. Select the best candidate
11. Notify candidates
12. Develop induction processes

### Optional Assessment

This is a nationally recognised training program. Participants who successfully complete the optional assessment component of this course will receive a Statement of Attainment for the unit(s) of competency outlined above (additional fee applies – please enquire when you book). Exercises completed during the course will be used as evidence towards unit competency. Participants who choose not to be assessed will receive a Certificate of Attendance.

# Recruiting Staff

## Course Content

### Course Overview

- General Outline
- Finding and retaining the best
- Specific Objectives

### 1 – Introduction

- The impact of turnover
- The cost of getting it wrong

### 2 – Plan for recruitment

- Approving new positions
- Develop a competency profile
- Activity 1: Competency Profile
- Write a specific job description
- Activity 2: Job Description
- Design an advertisement
- Activity 3: Job Advertisement

### 3 – Plan for selection

- Design Selection Processes
- Targeted questions
- Core Competencies - Introduction
- Behavioural Interviewing
- Relevant (and legal) questions
- Activity 4: Core competencies/questions

### 4 – Support selection process

- Legal Interview Process
- Activity 5: Recruitment Interview
- Conducting Reference Checks
- Activity 6: Referee Form and Questions
- Select the best candidate for the job.
- Notifying Candidates
- Activity 6: Feedback to unsuccessful candidates

### 5 – Induct successful candidate

- Written Contract of Employment
- Activity 7: Offer of employment
- Effective induction programs
- Activity 8: Induction

### Summary