

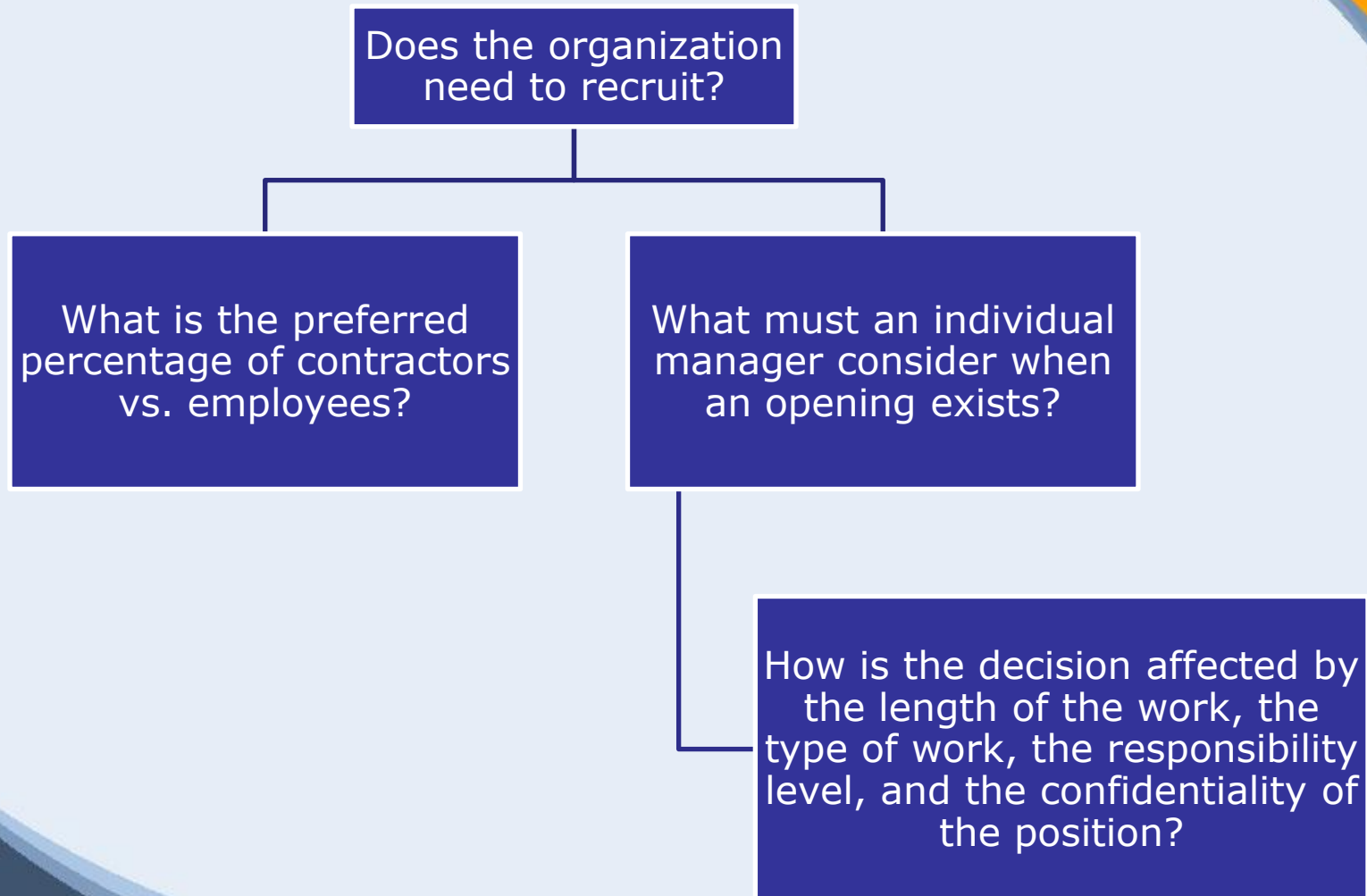
Recruitment and Selection



**JOBS
AHEAD**

Recruitment Strategy

Employee Balance Summary



Program Objectives (1 of 3)

- ★ Become an expert on your employment process.
- ★ Learn how to create an effective recruitment strategy.
- ★ Employ the most valuable recruitment methods for your company.

Program Objectives (2 of 3)

- ★ Learn to select the right employee using an objective, yet effective process.
- ★ Stay competitive in your field by learning to assess your strategies, and benchmark against competitors.



Program Objectives (3 of 3)

- ★ Attain a higher retention rate by utilizing proper recruitment and selection strategies as well as a good training program.



Definition

- ★ **Recruitment** refers to the process of attracting, screening, and selecting qualified people for a job.
 - The stages in recruitment include: sourcing candidates by advertising or other methods, screening potential candidates using tests and/or interviews, selecting candidates based on the results of the tests and/or interviews, and on-boarding to ensure the candidate is able to fulfill their new role effectively.



Definition

- ★ Organizations use competencies as the standards for assessing candidates throughout the screening and selection process.
 - Notices of job requirements
 - Interview – Reference Checking Guides
 - Template Interview and Reference Checking Guides
 - Competency-based Track Record / Portfolio Reviews
 - Other Competency-based Assessments
 - Training on Competency-based Selection

Recruitment Strategy – Align the Team

A high-angle photograph of five business professionals (three men and two women) in a huddle on a wooden floor. They are all wearing dark suits and have their heads bowed towards the center, with their hands resting on each other's shoulders, symbolizing teamwork and alignment.

Recruitment Strategy

Align the Team

- ★ Make certain that all recruiting is aligned.
 - ☞ Educate and inform everyone regarding the overall strategy.
 - ☞ If the vision is consistent, less time will be wasted on arguing.



Recruitment Strategy Conditions

- ★ Discuss any important and relevant conditions in the marketplace and other external factors that must be considered in this strategy.
- ☞ For instance, if the organization is a government agency trying to attract and retain a high number of tech workers, comment on this and the challenges that the organization faces.





Methods Of Recruiting

Selecting Applications



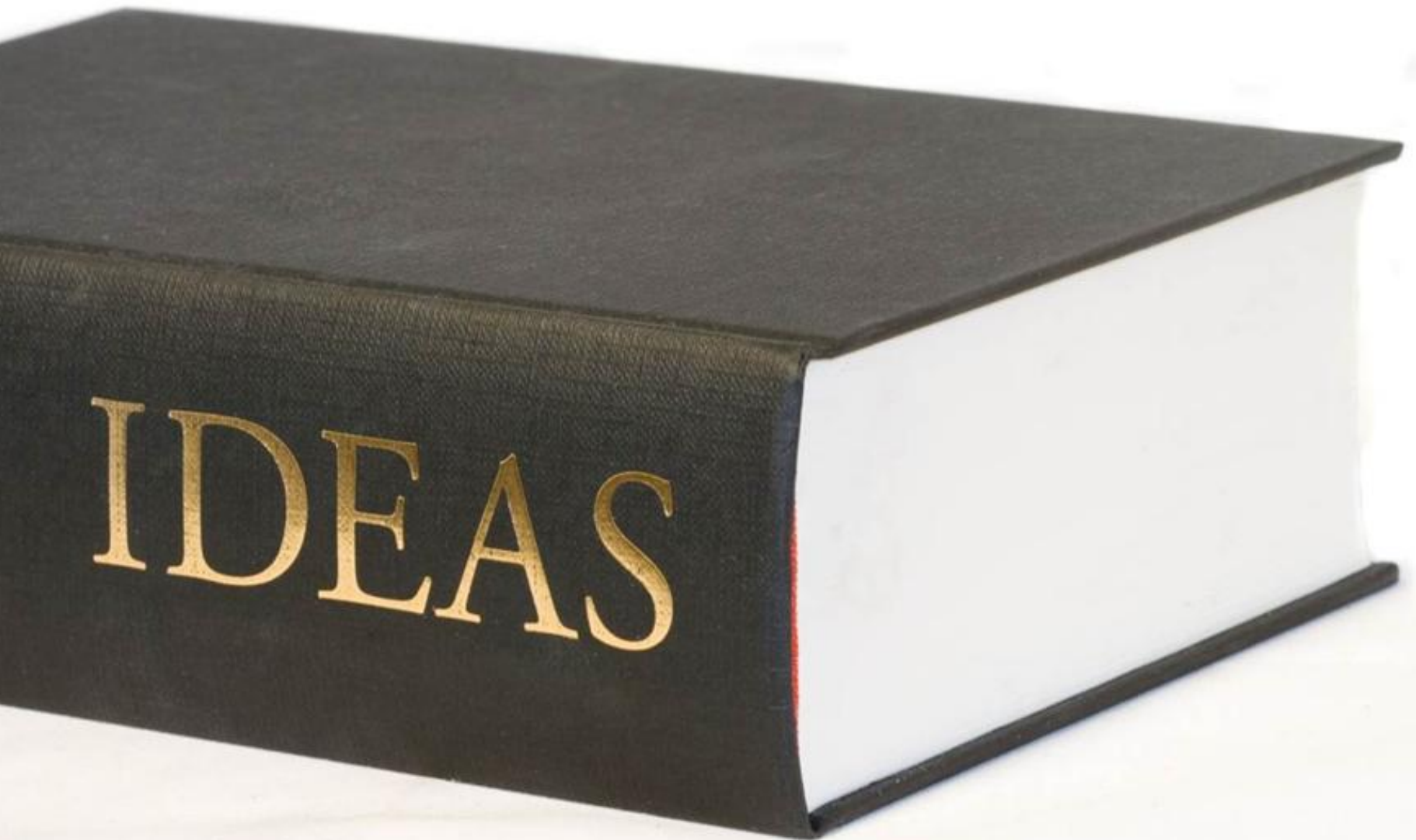
Evaluating Interviews



The Final Cut



Assessing Your Recruitment Strategy



Legal Issues



Download “**Recruitment and Selection**”

PowerPoint presentation
at **ReadySetPresent.com**

151 slides include: 3 slides on reputation, 8 slides on applicants and what attracts them, 27 points on creating a recruitment strategy, 27 slides on methods of recruiting, 10 tips for how to review resumes, 5 slides on evaluating interviews, 6 slides on references, 5 points on making the final decision, 17 points on assessing recruitment and selection strategies including 3 steps on how to benchmark these strategies, 15 slides on training and retention including 6 tips to increase retention and 8 tips for implementing training programs, 4 slides on replacement and succession, 9 slides describing the legal issues, 4 slides for final action steps and much more.

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