

Recruitment Training Modules



Module	Content	Benefits
1. Selection considerations	<p>Provides background to recruitment</p> <ul style="list-style-type: none"> • Implications of poor decisions • Common selection problems • Perceptions and intuition • Internal hiring • Employment and candidate market conditions • Background to Behavioural Interviewing * 	<p>Provides context and overview of recruitment process and explains the hiring manager or interviewers part in this. Helps those involved understand consequences.</p>
2. Recruitment process (Can be customised to internal process & tools)	<p>Covers steps of the recruitment process:</p> <ul style="list-style-type: none"> • CV screening • Phone screening • Interviews and assessment centres * • Hard skills testing • Psychometrics • Reference checks • Background checks • Making offers 	<p>Helps attendees understand how to get the best out of the process, where, when and how best to gather information, and help them choose appropriate process for their roles</p>
3. Legal considerations	<p>Covers world's best practice as well as NZ law as what can and can not be said or done during recruiting:</p> <ul style="list-style-type: none"> • Best practice • Questions – what can and can't be asked • NZ Privacy Act • Human Rights Act • Criminal Records (Clean Slate) Act • Immigration 	<p>Reduces legal risk when hiring due to discrimination, privacy blunders or unchecked employment status</p>
4. Cultural considerations	<p>Covers cultural influences to consider when recruiting, it covers:</p> <ul style="list-style-type: none"> • The changing cultural face of NZ • Introduction to cultural concepts • Consideration of kiwi culture and how this is perceived by other cultures. • Recognition of behaviours that may have a cultural basis 	<p>Encourages participants to be open minded during the recruitment process and once someone is hired</p>
5. Behavioural interviewing overview (Some cross over into module 1, not required if module 1 covered)	<p>Understanding what Behavioural Interviewing is, its value and why it is considered best practice *</p>	<p>Helps interviewers commit to behavioural event interviews as standard practice</p>

5A. Make effective decisions	Collating all information to make an informed decision <ul style="list-style-type: none"> Identifying criteria for success Alignment with job description Note taking 	Provides structure and focus for the interview by ensuring questions are considered and targeted correctly.
5B. Designing questions for effective decisions Interview preparation	Designing effective interview questions <ul style="list-style-type: none"> Writing interview questions Understanding concept of competencies 	If no competency framework exists it supports preparation.
6. Interview theory and practice	Covers the theory of interviewing and provides opportunity to practice <ul style="list-style-type: none"> Interview theory <ul style="list-style-type: none"> STAR technique, Recognising candidate responses Probing questions Job congruency and motivation Interview practice 	Ensure competent, confident interviewers, gather complete information, are able to evaluate candidates holistically on skills, behaviours and motivations. Reduces attrition through ensuring job congruency. Able to practice in a safe environment
7. Candidate care	Considerations when dealing with candidates: <ul style="list-style-type: none"> Required activity Impact on employment brand Providing candidate feedback 	Ensure candidates experience is positive regardless of the outcome of the process and that all people who touch the candidate are committed to the employment brand
8. Candidate attraction	An overview of mediums for attraction and the art of writing ads <ul style="list-style-type: none"> Writing ads Knowing your target market Introduction to social media Choosing appropriate mediums for target market 	Set your ads apart by updating language and structure used while considering modern mediums to reach candidates

- Choose modules which suit skill levels and resources within the business
- Modules can be combined to be delivered in several hour, half day, full day or two day formats.
- Modules 5, 6 and 7 run together become the half day Interview Skills workshop and 1, 2, 3 and 4 run together create a five hour Recruitment Considerations workshop.

* Some cross over in content. This will be removed if modules run together.