



Palomino Training Solutions
specialists in corporate training

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Recruitment & Selection Training (1 day)

Course Overview

Fact: Getting it right when it comes to recruiting is vital. Employing the incorrect person costs companies hundreds of thousands of rands.

Behaviour Interviewing is a very reliable and valid candidate selection technique. While we all may say that past behaviour is the best indicator of future behaviour, we don't act as if we believe this when we are interviewing candidates—often because we aren't certain how to ask questions that will tell us about past performance.

This workshop concentrates on the pre-interview preparation, developing questions and their value, the interview techniques that get specific, behaviour-based examples of past performance, and the strategies that follow through on this process.

This workshop includes dynamic trainee/trainer interactions and discussions, written and oral exercises, voice recordings, case studies, reflection, quizzes and a workbook for each participant to take back to the workplace.

Target Audience

Everyday managers and staff who recruit employees and who need to increase their abilities in selecting the best possible staff for the position.

Course Outline

SECTION 1: The Recruitment & Selection Process

SECTION 2: Job Analysis

SECTION 3: Job Competencies

SECTION 4: Job Descriptions

1. Preparing a Job Description

SECTION 5: Do you really need to Hire?

1. Evaluate all Options
2. The real cost of employee turnover

SECTION 6: Finding Candidates



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SECTION 7: Advertising Guidelines

SECTION 8: Screening CVs

1. Using a CV Screening Guide
2. Developing a CV Screening Guide

SECTION 9: Interview Preparation and Format

1. An Objective Interview
2. Interview Preparation
3. The Interview Format

SECTION 10: Barriers

1. Candidate Problems
2. Interviewer Problem

SECTION 11: Interviewing Techniques

1. Technical Skills Questions
2. Behavioural Questions
3. Critical Incident Questions
4. Holistic Questions
5. Observation

SECTION 12: Scoring Responses

1. Interview Guideline

SECTION 13: Checking References