

Hiring Strategies

Successful companies are made up of great employees, so why not hire great employees? Hiring and training employees is an expensive venture. Hiring the right person is more about skills and abilities; it is about finding the right combination of skills, attitude, and fit for your organization's culture.

Hiring Strategies will save your company time and money as you will be recruiting and hiring the right candidates. Your hiring department will benefit from this workshop as it prepares them to seek out that great candidate and make sure they are a fit for your company. Your participants will obtain the necessary tools required in finding that diamond in the rough.



Course Outline:

Module One: Getting Started

- Housekeeping Items
- The Parking Lot
- Workshop Objectives
- Pre-Assignment
- Action Plans and Evaluations

Module Two: Defining and Knowing the Position

- Know the Position
- Needs Analysis
- Job Analysis
- Task Analysis
- Case Study
- Module Two: Review Questions

Module Three: Hiring Strategy

- Company Information
- Salary Range
- Top Performers
- Be Prepared
- Case Study
- Module Three: Review Questions

Module Four: Lure in Great Candidates

- Advertise Where Candidates Visit
- Develop Corporate Citizenship
- Treat Your Candidates Well
- Look at the Competition
- Case Study
- Module Four: Review Questions

Module Five: Filtering Applicants to Interview

- Put Lots of Weight on Cover Letters
- Grading Resumes
- Internet Search
- Initial Phone Interview
- Case Study
- Module Five: Review Questions

Module Six: The Interview (I)

- Introduce Everyone
- Use a Panel
- Match the Interview to the Job
- Types of Questions
- Case Study
- Module Six: Review Questions

Module Seven: The Interview (II)

- Tell Me About My Company
- Distractions
- Interview More Than Once
- Wrap Up
- Case Study
- Module Seven: Review Questions

Module Eight: Selection Process (I)

- Testing
- Look for Passion and Enthusiasm
- Background Checks
- Trust Your Instincts
- Case Study
- Module Eight: Review Questions

Module Nine: Selection Process (II)

- Education Level Vs. Experience
- Have a Consensus
- Keep Non-Hires on File
- Checking References
- Case Study
- Module Nine: Review Questions

Module Ten: Making an Offer

- Do it Quickly
- Employment Details
- Notify Rejected Candidates
- Be Creative
- Case Study
- Module Ten: Review Questions

Module Eleven: Onboarding

- Training and Orientation
- Mentoring
- 30 60 90 Day Reviews
- Make Them Feel Welcome
- Case Study
- Module Eleven: Review Questions

Module Twelve: Wrapping Up

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