

FUNCTIONAL HR IN ACTION – RECRUITMENT, INTERVIEWING & SELECTION



INTRODUCTION

Job interviews are critical to the quality of an organization's people. Good job interviews processes and methods increase the quality of people in an organization. Poor job interviews methods result in poor selection, which undermines organizational capabilities, wastes management time, and increases staff turnover.

WHO SHOULD ATTEND?

Human Resource personnel, current HR functional role as interviewer(s), line managers and supervisors, departmental heads, newly appointed in-house recruiter and interviewer(s), operational and project team leaders.

OBJECTIVES

Upon completing these two(2) days interactive workshop,

- participants should be able to:
- appreciate, understand and take part in the recruitment and selection process in the customized
- practical approach during the session
- prepare for interviews as a competent role as an interviewer
- plan, prepare and carry out an effective selection interview
- assess the information you obtain during an interview
- plan and implement good induction schemes for your work team;
- design and implement policies related to retaining staff

COURSE OUTLINE

- The Trends and Types of Interviewing Tools
- Interviewers – Are They The Ones That Needs To Be Interviewed First?
- Selecting The Right Tools and Techniques For Gen-Y's

- Pre-Interviews Context Setting and Appointments
- Let The Interview Begins



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