
Recruit Select and Induct Staff

National Competency Standard (BSB07)
BSBHRM402A Recruit, select and induct staff



Aim

This unit covers all aspects of selection and recruitment relevant to managers who are not specialists in the field. It ensures that managers engage in appropriate planning and that selection and induction leads to the recruitment and retention of high quality staff.

Audience

This unit is almost essential for those who have (or are likely to have) responsibility for recruiting, selecting and/or inducting staff.

Duration

One day.

Course Outcomes

1. Identify the four stages of the recruitment/selection cycle (Plan, Test, Check and Execute).
2. Understand all of the preparation steps that are necessary to hire the 'right' people well before an interview is held.
3. Learn how to analyse ongoing recruitment needs and to initiate and carry out an effective process every time.

Optional Assessment

This is a nationally recognised training program. Participants who successfully complete the optional assessment component of this course will receive a Statement of Attainment for the unit of competency outlined above (additional fee applies). Participants who choose not to be assessed will receive a Certificate of Attendance. The case study assignment is completed in the participant's own time.

Course Content

Determine future people needs

- Establish organisational direction
- Look for specific skill/resource gaps
- Develop specifications

Select appropriate people

- Design selection processes
- Trial a selection process
- Conduct the selection process
- Gather data and assess results

Confirm employment arrangements

- Develop standards and protocols
- Apply the learning to all selection/hiring
- Train key people
- Post audit & review
- Develop induction processes