



Recruitment and Onboarding: First Steps

NDA TRAINING TASMANIA

RTO Provider : 60034

Course Cost - \$395

Duration – 1 Day

Locations

- Hobart
- Launceston
- Ulverstone

Course Dates

Course dates can be found on the training calendar on the NDA website. If you can't find a suitable date, email: bookings@nda.com.au

Private Training

This training can be delivered as a private course for your organisation and can be customised for your needs. The training can be delivered either on-site or at NDA premises.

Please contact us for further information and to be provided with a quote.

More Information

Phone: 03 6334 4910

Email: bookings@nda.com.au

Web: www.nda.com.au

BOOK

ENQUIRE

WEBSITE

Unit Code/s*:

BSBHRM415 - Coordinate recruitment and onboarding

Course Objectives

This course presents the skills and knowledge required to execute tasks associated with the recruitment cycle that require in-depth knowledge of the work of the organisation and how recruitment and selection practices fit with other human resources functions.

It will assist individuals who support recruitment, selection and induction functions under the direction of a human resource manager.

Learning Outcomes

Introduction

- The impact of turnover
- The cost of getting it wrong

Plan for recruitment

- Approving new positions
- Develop a competency profile
- Write a specific job description
- Design an advertisement

Plan for selection

- Design Selection Processes
- Targeted questions
- Core Competencies - Introduction
- Behavioural Interviewing
- Relevant (and legal) questions
- competencies/questions

Support selection process

- Legal Interview Process
- Conducting Reference Checks
- Select the best candidate
- Notifying Candidates

Induct successful candidate

- Written Contract of Employment
- Effective induction programs

Optional Assessment - \$195 per unit

This course is part of 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 aligned to the training course.

Exercises and activities completed during the course will be used as evidence towards unit competency.

Participants who choose not to be assessed will receive a Certificate of Attendance.