



NDA

TRAINING TASMANIA

nurture - develop - achieve

Recruiting and Inducting Staff

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:
www.nda.com.au

If there are no dates listed, please email:
bookings@nda.com.au
to express interest in the course.

More Information

For more information on any of our courses or services please email:
bookings@nda.com.au
or visit the NDA website at:
www.nda.com.au

National Competency Standard

BSBHRM415 – Coordinate recruitment and onboarding
BSBHRM525 – Managerecruitment and onboarding

Prerequisites

There are no pre-requisites for this course.

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

- Appreciate the impact of staff turnover
- Establish organisational direction
- Interview the job before the candidates – job audits
- Identify specific skill/resource gaps
- Develop job specifications and ask relevant and legal questions
- Design and conduct the selection process
- Conduct reference checks
- Select the best candidate
- Notify candidates
- Develop induction processes

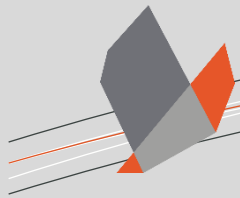
Optional Assessment

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.

PER UNIT FEE: \$195



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Recruiting Staff Course Content

RTO Provider:60034

NDA Launceston

Level 1, 65 St John Street
Launceston TAS 7250
03 6334 4910

NDA Hobart

Level 3, 110 Collins Street
Hobart TAS 7000
03 6224 2660

NDA North West

4B, 21 Alexandra Road
Ulverstone TAS 7315
03 6423 4547

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.

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

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