

SKILLS PROGRAM



BCONSULT



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HIRING STRATEGIES

US: 12140


**ACCREDITED
TRAINING**

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sales@bconsult.co.za 

+27 31 536 8167 

www.bconsult.co.za 

@bconsult_sa 

HIRING STRATEGIES

Course Purpose

A hiring strategy is a company's innovative way of selecting candidates on the basis of their skills and contribution to the company.

The hiring of new employees can make or break the success of a company. Getting the right employees on board does not only ensure growth in the company but the employees turn into assets for the company. This standard unit is intended to enlighten candidates on how to go about the hiring process effectively.

At the completion of the unit standard, a qualifying candidate can:

- Gather, organise, record and manage information.
- Engage in active communication techniques.
- Apply organisational policies and practices.

Duration

1-2 Days

HIRING STRATEGIES

Training Outcomes:

- Plan and prepare for recruitment and selection.
- Obtain relevant and complete information.
- Include information such as job description, job specification, job profile, or job order.
- Select procedures designed to be appropriate.
- Identify organisational requirements including policies regarding internal and external applicants.
- Select a validated procedure.
- Identify resources, methods, budgets to be prepared and managed.
- Recruit methods can such as printed or electronic media, networking or executive search.
- Select criteria and control procedures developed in line with organisational and legal requirements.
- Develop a plan that ensures effective and efficient recruitment and selection.
- Plan timing; resource allocation; contingencies; methods for recruitment, verification of information, selection, and nature and medium of communication and feedback.
- Recruit applicants.
- Conduct recruitment in accordance with the plan to elicit the desired response from the target market.
- Respond in accordance to planned control procedures.
- The initial screening determines if applicants meet the critical job specifications and requirements to expedite the departure of unsuitable applicants.
- Implement corrective action following the evaluation of the initial recruitment plan.
- List of potential candidates.
- Manage applicant database according to legislation and organisational requirements.
- Deal with unplanned events in accordance with the circumstances and contingency plans are initiated.



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