

AF02 - Employee Selection and Screening Program

Introduction

The demand for skilled workers in the industry puts us in competition for increasingly scarce resources. No resource is more critical to the success of the company than its human resources. Hence, we must make every effort to ensure that the employee selection and screening process is effective and efficient.

Properly selected, these highly skilled staff will ensure the highest level of service to the customer. These employees will fuel the company's growth and future development.

To do this, companies must be able to attract, retain and motivate the best people. Employee selection and screening is the first process and doing well here will ensure continued growth for the Organisation.

Course Objectives:

At the end of the session, participants will be able to:

1. Understand the selection process and its importance to the growth of the company,
2. Understand the requirement of the job through job profiling
3. Understand the cost and resources impact of improper employee selection
4. Conduct the employee selection procedure
5. Construct a reliable and valid interview questionnaires
6. Plan and conduct an effective job interview session

Course Outline:

1. Introduction
2. Selection
3. The Job Profile
4. Behavioral Questions
5. Testing and Assessment
6. Applicant Screening
7. The Interview Process
8. Interview Skills
9. Applicant Assessment
10. Legal Considerations

Course Duration:

Option 1 - 2 Days with exercises and practical examples.

Option 2 - 1 day with lectures and some exercises.

Target Group

HR Personnel, Department and Section Managers, Staff involved in the Selection, Screening and Interview process.