

# Hiring Manager Recruitment Skills

Many Hiring Managers have never received any formal training in Recruitment skills or interview training many also do not know their own internal HR process. Recruitment is now seen as a fundamental Leadership skill, for attracting, securing and hiring key talent.

This course is ideal for anyone undertaking recruitment for their organisation and covers the basics such as Competency Based Interviewing, EEO and the law, the current marketplace through to reference checking and onboarding etc.



Attracting and selecting the right job candidates is essential to business success

Selecting the best person for a job role is a critical skill for those in management and leading teams. Recruitment is often overlooked as a key management skill. Learning to write a good job description, identify the key competencies required for the role, writing the advert, creating good interview questions, probing for capability and Hiring managers also recognising D&I considerations and unconscious bias in recruitment. These are all key elements of recruiting in the current marketplace

Good hiring practices and sound recruitment decisions can impact the organisation's performance, culture and bottom line. Attracting and selecting the best candidates is essential for business success. Hiring Managers need to understand how to apply effective, reliable, and valid attraction, interviewing and selection techniques to ensure talent attraction and good recruitment decisions are made. It is also important to know the law and make you're your recruitment practices are free from discrimination and bias.

This course offers a strategic and informed approach to the marketplace, attraction, interviewing and selection, other assessment options available and the importance of good reference checking and good onboarding, plus candidate care etc.

Content includes:

- The current market in 2024
- EVP and Brand – Attracting good candidates
- EEO & the law in recruitment (plus employment law quiz)
- Increasing diversity & inclusion in recruitment
- Competency Based Interviewing techniques
- Identifying key competencies required for each position
- Question types & in-depth probing techniques
- Writing good questions & interview preparation
- Good interview structure. Interview Etiquette and dos and don'ts
- Preparation & competency questions for the interview session
- Process of observing, classifying & taking notes
- Interview practice and questioning techniques
- Candidate evaluation (scoring)
- Different assessment methods
- Unconscious Bias in recruitment
- Barriers to Hire in Recruitment (for minority groups)
- Reference checking
- Importance of good Onboarding
- Tailored for your own process, policy and procedures to be covered

# Target Audience

This course is suitable for all Leaders and Hiring Managers, who want to attract the best in the marketplace and formalise their learning to ensure best recruitment practice is applied.

Ideal for those organisations wanting better attraction techniques, a more consistent approach, structured interviews and recruitment practices, fairer interviewing practices for all applicants and raising the standard across all hiring decisions.

Ultimately leading to better quality hires, reduced turnover of staff and high performing teams and organisations.

We are able to tailor each program for the organisation. Courses are available for inhouse delivery on your premises and tailored for your process and procedures and values. Our trainers can travel and deliver onsite to any state in Australia.

## Key Learning Outcomes

- Apply a systematic selection process, which includes structured interviews and good probing questions of candidates to effectively check their competence for the role.
- Understanding behavioural based interviewing techniques and the ability to prepare appropriate questions
- Recognise different question types in interviews (those that do and don't work)
- A professional interview structure and Etiquette
- Good note taking skills
- The ability to probe and seek further evidence of competence
- Other available assessment tools
- Knowledge of the employment market in 2024, EVP and employer branding needs
- Attraction techniques that work and the use of social media in recruitment
- Candidate evaluation and scoring
- Reference checking essentials
- Good onboarding techniques
- EEO and the Law in recruitment
- Diversity and Inclusion in Recruitment
- Unconscious bias in Recruitment practices



### Your Trainer

Rachel Hill – Director

[See bio on our website](#)

Rachel consults to leading organisations across Australia and New Zealand.

Check out more of her work at [Hill Consulting HRS](#)

To register your interest contact Rachel Hill via her email [rachel@hillconsultinghrs.com.au](mailto:rachel@hillconsultinghrs.com.au) or DM her on LinkedIn for a chat



## Other Course Information

- Live classroom-based style courses (1 day) or virtual online courses (2 half days) available! Day course. 9.00am to 5.00pm at client site
- Workbooks and certificates provided.
- Catering and rooms to be provided by client.
- Pre-course work on EEO and the Law Quiz and joining instructions will be sent out a week in advance.

## Availability

Onsite delivery available in all Australian states. **Contact Us** for availability.

We recommend **15 Places** per course for our inhouse programs.

[Visit our WEBSITE](#)

We can tailor courses to include your policy and process steps, organisational values and behaviours and key messages for hiring managers. Please **Contact Us** for an initial chat.

