



شركة ميرك العربية السعودية
MEIRC Saudi Arabia

Recruitment Process

Duration 3 Days

Course Description

In a highly competitive business world, an organization's staff can determine whether a company profits or perishes. This course presents recruitment and selection as an essential component in recruitment planning. The role of recruitment and selection is examined in relation to an organization's overall profitability or viability. During three days of training we will spot the light on all elements required in order to apply a successful recruitment processes and procedures.

Learning Outcomes

Upon successful completion of this course, the trainees will have reliably demonstrated the ability to:

- ↳ Describe the importance and relevance of recruitment and selection to Canadian organizations.
- ↳ Identify the major legal issues affecting recruitment and selection, and discuss recruitment and selection systems that meet legal requirements.
- ↳ Explain and apply the requirements for measures used in staff selection and recruitment to evaluate applicants fairly and in an unbiased fashion.
- ↳ Illustrate the role of competencies and performance management in recruitment and selection.
- ↳ Evaluate the role that human resources planning, organizational and job analysis have in selection.
- ↳ Develop and participate in an interview process.

Training Methodology

- Based primarily around lectures, the seminar will include a number of case studies and exercises which will be undertaken in team format
- Discussion groups on certain topics to provide practical application of concepts to the attendees own organization
- Networking amongst attendees to discuss mutual business issues

Organizational Impact

Implementing the principles promoted on this course will have the following impact on an organization.

- Recruitment elements and procedures will be improved
- There will be a clear strategy to attract and retain professional cadres who will participate in raising corporate market share and reputation.
- The talent pool will be upgraded
- Behavior will be aligned with an organization's cultural values

Personal Impact

Individuals attending this course will return to their organizations equipped with the theoretical and practical knowledge to be able to implement the most advanced effective recruitment strategies. This will include knowledge of how to address common problems in this field of knowledge.

Competencies Emphasized

- Leadership
- Planning for successful future to any organization



- Interpersonal skills
- Teamwork
- Self-Development
- Developing others

Who should attend?

- The course will be of value to line managers, team leaders and supervisors who are or will be responsible for the use and application of recruitment Process.
- It will also be of value to HR professionals, training officers, personnel staff and others who carry the responsibility for the design and implementation of such arrangements.

Course Content

1. Day1 (Creating a positive public image for your business or organization)

- 1.1. Facility Appearance
- 1.2. Valued community member
 - a. Environmental practices
 - b. Open space
 - c. Community involvement and public service
- 1.3. Developing a positive internal image – What do your employees tell their friends and family members about what it is like to work for you?
 - a. How people are treated
 - b. Leadership and supervisory skills of managers
 - c. Working conditions
 - d. Retrain and develop current employees for tomorrows needs
 - e. Ensure those you hire succeed
 - f. Wages and benefits

2. Day2

- 2.1. Consider Both External and Internal Environment
 - a. Understand the external environment
 - b. Develop a plan to adjust the internal business environment
- 2.2. Know What You Want
 - a. Assess your situation and identify competencies
 - b. Develop or update organizational chart
 - c. Develop or update job descriptions
 - d. Match positions to job descriptions
 - e. Hire employees who fit job descriptions or who can be trained

3. Day3

- 3.1. Overview to recruitment and selection
- 3.2. An overview of the systems approach recruitment and selection, tools, methods
- 3.3. Ethical and professional standards in recruitment and selection
- 3.4. A review of legislation affecting recruitment and selection
- 3.5. Understanding of Job analysis and job competency models
- 3.6. Screening, testing, interviewing, decision making, selection
- 3.7. Recruitment and selection and performance management