



## Recruitment and Selection

Finding the best possible people who can fit within your culture and contribute within your organisation is both a challenge and an opportunity. Your recruitment strategies are critical in attracting these people. Sometimes the simplest mistakes make all the difference when trying to recruit the best people for your organisation.

This course has been designed to provide participants with the knowledge and skills needed, as the pool of potential candidates for any job is shrinking. When conducting recruitment and selection you need specific skills to be successful. Relying on your work experience alone might mean you miss out on those high quality candidates you need to be a successful organisation. The recruitment and selection interview provides potential employees with a first look at your organisation. So, getting it right matters!

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**DURATION:** 2 days

**FACILITATOR:** Phillip Connell B Bus (HRD), Ass Dip Bus (HRD), Grad Dip Bus (Mngt), Cert IV Assessment and Workplace Training. Along with qualifications in HR, training, and business management, Phillip has over the past 16 years, workplace experience, and has consulted to many diverse industries, including state & local government, mining, manufacturing and service industries.

**PREREQUISITES:** Nil

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### **COURSE OVERVIEW:**

By the end of this training course, participants will be able to

- Plan effective and useful selection criteria.
- Describe what is meant by merit-based selection and equal employment opportunity;
- Develop and maintain rapport with applicants in the interview situation.
- Use good question technique to extract useful responses from applicants.
- Utilise listening techniques in the interview.
- Conduct all necessary follow-up actions after a selection exercise.

*...see over for topics and learning outcomes...*

***To register, please complete a Local Government Training Institute registration form at [www.lgti.com.au](http://www.lgti.com.au) and submit online; or you can fax to Local Government Training Institute on (02) 4966 0655***

Course enquiries may be directed to Training Administration on 49 222 333.

## Local Government Training Institute

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## **TOPICS COVERED:**

### **DAY 1**

- Overview of the recruitment and selection process
- Legal Responsibilities including merit-based selection and equal employment opportunity;
- Developing selection criteria
- Screening and short listing candidates
- Preparing for the interview
- Question preparation

### **DAY 2**

- Developing rapport in the interview
- Questioning techniques
- Decision making process
- Writing the Report
- Selection interview exercise preparation
- Selection interviews exercise

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