50 One-Minute Tips for Recruiting Employees: Finding the Right People for Your Organization (1st Edition)

Course Specifications

Course Number: CCT–001_rev4.0
Course Length: Self-study or classroom training

Course Description

The 50-Minute Manager Series was designed to cover critical business and professional development topics in the shortest time possible. Our easy-to-read, easy-to-understand format can be used for self-study or classroom training, or even office training. With a wealth of hands-on exercises, the 50-Minute books keep you engaged and help you retain critical skills.

Course Objective: The learning objectives for 50 One-Minute Tips for Recruiting Employees are listed below. They have been developed to guide you, the reader, to the core issues covered in this book.

The Objectives of this book are:

- To outline procedures for planning and implementing effective recruitment strategies
- To describe simple and effective recruitment techniques
- To present special tactics for recruiting young persons
- To offer strategies for recruiting older workers, those in career transition, legal immigrants, and other classes of potentially eligible applicants
- To describe basic techniques for screening job applicants
- To define methods for selecting new employees

Course Content

Part 1: Do Your Homework

Tip 1: Build Respect and Become an “Employer of Choice”
Tip 2: Understand Loyalty and Commitment
Tip 3: Keep Your Strategies Current
Tip 4: Identify the Requirements of Each Position
Tip 5: Identify the Best Features of Your Jobs
Tip 6: Identify the Best Features of Your Organization
Tip 7: Ensure that Job Titles Reflect the Jobs
Tip 8: Develop a Recruitment Package
Tip 9: Make Your Total Compensation Competitive
Tip 10: Use a “Cafeteria Plan” for Bonus Benefits
Tip 11: Remember That You’re Not Alone—Seek Allies
Tip 12: Emphasize the Value of Your Employees
Tip 13: Remember That Hourly Pay Isn’t Everything

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Part 2: Find the Best—General Recruitment Techniques
   Tip 14: Consider Current Employees First—Promote from Within
   Tip 15: Reward Current Employees for Referrals
   Tip 16: Recruit Former Employees
   Tip 17: Make Employment Ads Memorable
   Tip 18: Use Current Employee Endorsements in Employment Ads
   Tip 19: Recruit Your Customers
   Tip 20: Provide Your Recruitment Package with Sales or Services
   Tip 21: Contact Your State Employment Commission
   Tip 22: Be Creative in Where You Look
   Tip 23: Add an Employment Section to Your Organization’s Web Site
   Tip 24: Include an “Employment Center” on a Public Bulletin Board
   Tip 25: Participate in Community Events and Programs

Part 3: Develop “Youth Appeal”
   Tip 26: Evaluate Your Dress Code
   Tip 27: Use the Buddy System
   Tip 28: Sponsor Work-Study Programs
   Tip 29: Invite Classes for Tours and Discussions
   Tip 30: Meet with School Guidance Counselors
   Tip 31: “Mobilize” Your Message!

Part 4: Foster Workplace Diversity
   Tip 32: Celebrate Diversity
   Tip 33: Remember Your BOQs!
   Tip 34: Consider Lateral Job Changes
   Tip 35: SOS! (Seek Out Seniors)
   Tip 36: Consider Applicants in Career Transition
   Tip 37: Seek Legal Immigrants

Part 5: Screen to Ensure Success
   Tip 38: Make Yourself Available
   Tip 39: Conduct a Two-Minute Screening
   Tip 40: Provide a Short Tour of Your Workplace
   Tip 41: Use a Legal Application Form
   Tip 42: Conduct a Meaningful Interview
   Tip 43: Use Appropriate Applicant Tests
   Tip 44: Check Applicant References

Part 6: Start Smart—Employee Selection and Orientation
   Tip 45: Make a Timely Decision
   Tip 46: Seek Attitude Before Skills
   Tip 47: Implement Drug Testing
   Tip 48: Keep Your Recruitment Package Updated
   Tip 49: Put It in Writing!
   Tip 50: Conduct a Post-Hiring Interview

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