

## **MS06: The Recruitment Process – An Overview**

Effective recruitment means having the right person in the right place at the right time.

It sounds easy doesn't it? But recruiting the right person takes effort and, in the long run, is crucial to organisational performance. This is because good employees get the job done, require light-touch management and are committed to the success of the organisation.

Poor recruitment can cause untold problems and serious inefficiencies, thanks to the vast amount of management time spent in problem solving, retraining and disciplinary activity. Recruitment skills, therefore, are critical - not just for HR teams but also for line managers who are increasingly involved in the selection process.

This course introduces the Recruitment and Selection series with an overview of the recruitment process.

### **Course Content**

- Reasons for recruitment
- The four stages of the recruitment process:
  - Role definition
  - Attraction
  - Selection
  - Appointment

### **Course Duration**

- 40 minutes

### **Available in:**

- Audio
- Non-audio

### **Delivered via:**


- Internet

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