



# Recruitment and Selection for the Resources Sector

## Course Overview

The Recruitment and Selection for the Resources Sector Workshop examines relevant resource issues relating to recruitment and the necessary tools to assist in selecting the correct people.

The workshop guides participants throughout the entire recruitment and selection process so as to result in quality people being employed in your organisation and ensuring that this occurs within the relevant legislative requirements.

## Target Audience

This workshop is recommended for human resources professionals involved in the recruitment and selection process and/or supervisors and managers requiring further training in appropriate recruitment and selection techniques.

## Learning Outcomes

On completion of the training course the participants should be able to:

- Identify the need to recruit based upon organisational policy and staffing requirements
- Recognise the impact of equal employment opportunity and privacy legislation on recruitment and selection
- Develop job specifications which clearly and concisely describe the role and its place in the organisational structure
- Define the necessary qualifications and other job requirements that are in accordance with organisational policy and the needs of managers and other key personnel
- Advertise employment vacancies in accordance with organisational policy and through the appropriate media
- Undertake initial screening of applicants in accordance with organisational policy
- Develop selection criteria for a vacancy based upon job specifications
- Assess applicants against specified selection criteria using an appropriate selection method, and
- Conduct reference checking.