



Recruiting & Selecting The Right Staff

Aim

To enable participants to develop a structure to recruit their staff, using effective techniques to manage the interview and decision making process.

Agenda

- Identify the staffing need(s)
- Advertising for the position
- Setting the job requirements
- Review applications
- The interview process.
- Selection criteria
- Making the decision
- Arrangements for internal documentation
- The preparation for the first day

Resources

A participant's manual with templates, and case study examples

Length

1 Day Workshop

Location

First Floor, 186 Hutt Street,
Adelaide SA, 5000

Or In-House For Staff Development

Pre-requisite

None

Class Size

8-15 per class

Trainers

Catherine Logue
Kate Johnstone
Monica Magann

Dates

By Appointment



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