Sourcing & On Boarding New Employees

Successful public sector organisations are built on the effective recruitment, selection and on-boarding of great candidates. Recent research from the CIPD suggests that skill shortages are escalating and skills needed for jobs are changing - over three-quarters of organisations experienced difficulties in recent recruitment processes. This programme will give those responsible for recruitment and on-boarding useful and effective tools to understand and manage this successfully.

Aim

To provide participants with a clear understanding of:

1. The key elements that make up a Resourcing Strategy
2. How to apply the appropriate recruitment & selection tools to attract quality candidates
3. How to select candidates using high validity techniques such as anchored rating scales
4. How to induct candidates so they are effective in their job, team and organisation
5. How to measure employee turnover using HR metrics and how to increase retention rates

Methodology

In order to achieve the objectives of the training, the following fundamental principles will be that the learning is –

- Highly engaging – the methods used will talk to the 'head and heart'
- Interactive – involving a blend of experience, discussion and practice
- Innovative – there will be regular insights into the latest thinking & tools
- Encourage participation - so that delegates take ownership of their own development.

Sample Programme

10:00 Welcome & Introductions

10:15 Resourcing Strategy

- What it is and why it is important
- How to measure resourcing – HR metrics
- Recent research in resourcing – trends
- Unlocking the key challenges

11:15 Refreshment Break

11:30 Applying the appropriate recruitment & selection methods to attract quality candidates

- Understanding selection validity, cost and time within recruitment
- Using the right selection tools for the right posts – assessment centres
- Psychometrics – ability tests and personality assessment
- Interviews – Competence v Hypothetical

12:45 Lunch

13:30 Selection of candidates using interviews

- Characteristics of a structured interview
- The 3 tools to increase the validity of interviews
- Overcoming Bias
- Using STAR, TED and ORCE

14:45 Refreshment Break

15:00 On-boarding candidates, employee turnover and HR metrics

- How to induct to the job, team and organisation
- What causes people to leave or stay – retaining high quality employees
- Measures of employee turnover

15:45 Review of the Day

16:00 Close