

WEBINAR: Conducting Interviews, Recruitment and Selection Process



Overview

The best way to get good employees and to weed out the unsuitable ones is to have an excellent recruitment process. This seminar on how to interview and select personnel will provide the framework to have a systematic approach to this vital function.

Objectives

- To be aware of the current issues and trends in recruitment
- To be able to plan the human resource requirements
- That the participant will know the steps in the recruitment process
- To teach the proper employee selection process
- To learn how to conduct an effective interview

Who Should Participate

- Non-HR managers and Non-HR Supervisors / Heads
- Recruitment Staff
- Business Owners
- Any person involved in the recruitment process

Key Topics

- I. Introduction
- II. Recruitment
- III. Sources of Manpower
 1. Inside the Company
 2. Other Sources
- IV. Factors Affecting Recruitment
 1. Internal
 2. External
- V. Recent Trends in Recruitment
 1. Job Portals
 2. Company Website
- VI. Selection Process
- VII. Resume/Application Screening
- VIII. Warning Signs of Unsatisfactory Applicant
- IX. Employment Exams
- X. Interview Process
- XI. Interview Preparation
- XII. Considerations/Factors in Interview
- XIII. Questions to Avoid or to Circumvent
- XIV. Competency-Based Interview
- XV. Guide to Effective Interviews

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Website: www.businesscoachphil.com

Duration

- 3 hours

Webinar Fee

- Php 1,750.00 per participant (inclusive of e-Handouts and e-Certificate) to be paid at least 3 banking days before the event

Requirements

- Mobile phone, tablet, computer or laptop
- Download free ZOOM app
- Internet connection
- Good audio connection

Reservation

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