

# THE NEW LAWS of SELECTION, RETENTION *and* ONBOARDING

## What new skills do you need when interviewing candidates?

Too many organisations make too many mistakes when hiring new people. Worse still, the same interview mistakes recur and recur. This course helps participants navigate around new challenges in the selection process. You'll also learn some new loyalty and retention techniques. Let's look at your onboarding procedures too. Sometime people get too caught up in the process rather than thinking through the candidate's abilities and fit with your organisation. The workshop is an opportunity to reflect on what has worked well and what hasn't. Course participants are then introduced to new skills and tools that they can use in selecting, retaining and onboarding. The course was designed by an organisational psychologist.



### KEY COURSE CONTENT

- Overview of your recruitment process (e.g. steps in order)
- New interview design and preparation techniques
- Conducting effective interviews
- Avoiding the top 4 recruitment errors
- Considering the impact of unconscious bias in the whole process
- Mock Interview Activity (Round 1) & Debrief Learnings
- Review the filters used to screen out applicants from their resumes (Are they valid filters?)
- Analysis of the Peter Principle (published in 1969 but still valid)
- Behavioural Event Interviewing – including SPAR questioning technique
- Mock Interview Activity (Round 2) & Debrief Learnings
- Panel review, discussions and decisions (including use of notes, 'scoring' etc.)
- Reference checking - importance, tips and traps
- Managing/informing unsuccessful candidates

### NUTS & BOLTS

#### Would you like to attend this program?

For maximum effectiveness, this program is best conducted as an in-house program.

**Venue:** For your convenience, you can choose to conduct this program at your workplace. Alternatively, we can provide a training venue at a small additional cost.

**Timeframe:** This course can be adapted to fit with your timeframe.

**Target Audience:** Individuals and teams involved in selection, retention and onboarding, Interview panels

**Cost:** Price on request.

**If you would like more information on this training program, please contact:** Preferred Training Networks on 1300 323 752

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or visit our website today: [www.preftrain.com](http://www.preftrain.com)

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