



Peak Services delivers deep expertise in the local government sector. We understand the business of councils. Challenge us.

RECRUITMENT AND INTERVIEW TECHNIQUES

AUDIENCE	SHORT COURSE TOPICS	LEARNING OUTCOMES
<p>If you are charged with finding, hiring and retaining staff for your council, this course is invaluable.</p> <p>Human resource officers, recruitment officers and supervisors are encouraged to undertake this one day course.</p> <p>This program aims to provide participants with an understanding of the importance of the recruitment and selection process to the growth and development of the organisation.</p>	<ul style="list-style-type: none">• Brief overview of recruitment as a strategic Human Resource Management tool• Tools for recruitment and selection• The recruitment process• The application process• Planning and conducting Interviews (in particular behavioural interviews)• Selection decisions• Evaluation of the recruitment and selection process• Brief overview of the induction process.	<p>This course will assist you with learning how to recruit and interview effectively and will increase your chances of hiring the right person for the position and the organisation.</p>



COURSE DETAILS	
Delivery	<p>Our instructor-led training course provides participants with an interactive session including group discussions, case study reviews and Question and Answer sessions.</p> <p>Our trainers can customise or tailor the course to your specifications or needs and deliver in-house providing you with a cost-effective and efficient training session.</p>
Duration and Location	<p>Our standard structure for this workshop is 1 day and can be delivered in any metropolitan or regional area of Queensland.</p> <p>Customisation is available based on individual council requirements.</p>
Fees and Inclusions	<p>Our training course will include:</p> <ul style="list-style-type: none">• Instructor-led training• Statement of Attendance• Course Workbook

For proposals, registrations or enquiries contact us:
07 3000 2148
training@wearepeak.com.au