



Recruitment, Selection, and Onboarding

A one-day programme

One of the most important roles a manager has is to attract the right staff. Making the right decision improves team performance and outcomes; saves time and money; and minimises potential personal harm. It's as awful to have a poor performer on your team as it is to be the poor performer. No-one wins.

The Recruitment, Selection, and Onboarding programme focuses on helping to develop your competence in leading the R&S process. We take a detailed look at skills needed at each step of the process and develop a communication plan for each step. Insight on how to be objective despite our human tendencies for bias is discussed as is how to be transparent and fair to all people who take the time to apply. During the last section we build an onboarding plan which goes beyond Day 1 to Year 1.

This programme focuses on presenting your organisation and yourself as the professional you are. It aims to build affective commitment in your new recruit based on how they have interacted with you during the R&S process. If you plan on being in management roles for a while, this programme will be one of the best investments of time that you will make.

Part 1 – RECRUITMENT

- The recruitment and selection process
- Review of the knowledge, skills, and competencies you need
- Review and revise the job description and person specification
- Internal or external – new thinking or development opportunity
- Advertising: writing and placing the ad

Part 2 – SELECTION

- Culling the applications – fairness, transparency, bias, objectivity and the like
- Keeping track, keeping records
- Communications
- Interviewing – current thinking
- Other selections techniques (there are many)
- Decisions, offers, negotiations and contracts

Part 3 – ONBOARDING

- Planning for the future: from induction to integration
- Mobilising the team to take part

"If you pick the right people and give them the opportunity to spread their wings – and put compensation as a carrier behind it – you almost don't have to manage them."

Jack Welch