



Select the Best: Recruiting and Selecting Staff

This workshop will assist managers, supervisors and those who are involved in the recruitment process to improve and refine their skills in attracting and selecting the highest caliber staff. This includes initially gaining an accurate understanding of the position needs followed by implementing the latest and most effective methods to entice and select top performers.

Topics covered will include:

- The recruitment and selection process
- Conducting a job analysis
- Advertising and attracting the right candidates
- Methods for effective screening of candidates
- Psychometric testing in the recruitment process
- Types of interviews and questioning techniques
- Avoiding discrimination in the selection process
- Conducting reference checks
- Designing and evaluating your selection system

Outcomes

The workshop is designed so that upon successful completion, participants will be able to:

- Carry out a job analysis and outline the key selection criteria for a role
- Utilise the most up to date and effective ways for attracting a diverse range of candidates across generations
- Identify 'key core competencies' within a role in order to qualify, interview and hire the most suitable candidates
- Design behavioural and situational interview questions
- Display the use of varied questioning techniques
- Understand the types of psychometric assessments used for selection and their applications
- Advertise and select candidates without bias or discrimination
- Conduct a reference check to obtain valuable feedback on past experiences
- Critically analyse the effectiveness of the chosen selection process

The Select the Best workshop will be delivered by Jenny Laing a Drake Behavioural Profiling Specialist. Jenny has worked with some of Queensland's leading private and government sector organisations to assist them with recruitment, selection and retention of high performing individuals. Jenny specialises in organisational behaviour, personality profiling, psychometric assessments, recruitment and selection methodologies.

When: 9.30am am – 4.30pm, Friday 28th November 2008
Fully catered (morning tea, lunch and afternoon tea)

Where: Don Curruthers eXchange Room
Level 5
Dorothy Hill Physical Sciences and Engineering Library
University of Queensland, St Lucia

Cost: QULOC Members \$318
Non-QULOC \$328

Registration required by 14th November 2008.

Note: A \$50.00 cancellation fee applies to cancellations made up to 5 working days prior to the event. No refunds for cancellations made within 5 working days of the event. Registered participants who are unable to attend may send along a substitute without incurring additional charges.





Queensland University Libraries Office of Cooperation

REGISTRATION FORM

To Register: email, mail or fax the completed Registration Form to

Anne Ritchie, Flexible Learning and Access Services, Logan Campus, Griffith University
University Drive, Meadowbrook, QLD 4131.

Fax: (07) 3382 1333 Tel: (07) 3382 1322 E-mail: anne.ritchie@griffith.edu.au

Before: 14th November 2008

Office Use

Confirmed
Registered
Received

QULOC Seminar Title: Select the Best – Recruiting and Selecting Staff

9.30am – 4.30pm, Friday 28th November, 2008,

Dorothy Curruthers eXchange Room

Level 5

Dorothy Hill Physical Sciences and Engineering Library

University of Queensland. St Lucia

Delegate's Personal details

Title:

First name:

Last name:

Preferred Name for Name Tag:

E-mail:

Address for Correspondence:

Phone:

Fax:

I give permission for my contact details to be given to all delegates. YES/NO

Please advise if you have any special requirements* eg dietary or access requirements:

**QULOC will endeavour to accommodate special requirements wherever possible*

Registration type

Cost (Includes GST)

Amount paid

QULOC Institutional member

\$318

Non-QULOC participant

\$328

Payment – Please make **cheques payable to Griffith University**. All fees include GST. An official Tax Invoice/Receipt will be issued.

Please send me an Invoice **Cheque Attached** **Credit Card Payment**

Charge to my: *Visa Mastercard American Express (circle one)*

Card Number _____

Name of Card Holder _____ Expiry date _____

Signature _____ Amount _____

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