



This College Africa Group course will enhance the user's skills on the subject and teaches fundamentals as well as strategies in an easy to follow, easy to understand format and includes practical exercises which will assist in developing your skills in the workplace.

COURSE OUTLINE - Recruiting for High Performance, 1st Edition *Attracting the Best*

Course Number: AX084–086

Days: Self–study

Description: Organizing a recruiting campaign takes a little planning and some knowledge of where to find the best candidates. RECRUITING FOR HIGH PERFORMANCE is the brand–new companion title to HIGH PERFORMANCE HIRING and is full of helpful tips on how to develop a recruiting plan and target labor sources that will attract the best people. Recruiting is a two–way street – while managers strive to find the best candidates to fill their job openings, potential recruits are evaluating whether an organization is a desirable employer. This book also suggests ways in which an organization can maintain good visibility and position itself as the company to work for.

Topic-Level Outline

Part 1: Reaching Out for Applicants

- Developing a Recruiting Policy
- Accommodating Diversity
- Picturing the Right Recruit
- The Recruiting Plan
- Locating Internal Candidates
- Identifying Applicants' Motivations
- Enhancing the Company Image

Part 2: Labor Sources

- Exploring Sources of Labor
- Senior Workers
- Displaced Homemakers
- Moonlighters
- Retired or Exiting Military

TOC Continue...

- Career Changers
- Individuals with Disabilities
- Ex-offenders
- Economically Disadvantaged
- Changes in the Labor Force

Part 3: Organizing an External Recruiting Plan

- External Recruiting Sources
- Referral Programs
- The Internet
- Recruiting Agencies
- Recruiting Services
- College Placement Centers
- Public Job Services

Part 4: Implementing Your Recruiting Plan

- Placing Advertisements
- Vacancy Notice Checklist
- Monitoring Costs
- Saving Money
- Recruiting Media
- Developing Labor Pools for the Future

Appendix

- Strategies for Attracting Applicants
- Additional Reading Other Resources

ABOUT US

Established as EasyExcel, the company has been re-branded as College Africa Group. College Africa Group has been in operation since 2003 and has trained many corporate and professionals throughout Southern Africa. (For more info click here.) (<http://www.collegeafricagroup.com>)

ACCREDITATION

College Africa Group is MICT SETA accredited and a Microsoft Partner. College Africa Group has more than 30 years' experience in Financial, Sales, Operations, Marketing and Administration Directorship and understands the problems and deadlines you face.

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