

Recruitment and Staff Selection (1 or 2 Days)

Our Vision

At PRIMEXL we aim to be the partner of choice in the creation of better organisations and better lives.

Our Values

We value:

- **Meaningful relationships**
- **Premium quality services**
- **Innovation** – we are always looking for ways to add more value to our clients
- **Accountability for our performance**

For more information about our suite of solutions, please contact:

PRIMEXL

461 Scarborough Beach Road
OSBORNE PARK WA 6017

PHONE +61 8 9492 8900

FAX +61 8 9446 8089

FRECALL 1800 674 188

EMAIL training@primexl.com.au

WEB www.primexl.com.au

Behavioural interviewing is a staff selection method that focuses on experiences, behaviours, knowledge, skills and abilities related to the job. It is based on the belief that past behaviours and performance largely predicts future behaviour and performance.

Current employment literature indicates that there is a strong trend towards this type of interviewing. The advantage of Behavioural Interviewing over traditional interviewing methods is its ability to elicit a more objective set of facts to facilitate selection decisions. This course will explain and demonstrate how to maximise the benefits of Behavioural Interviewing in the staff selection process.

Content

- Understanding Public Sector Standards, protocols and relevant legislation
- Reviewing position descriptions
- Preparing reports that recommend filling/creating positions
- Advertising positions
- Selecting the most appropriate panel
- Processing applications and short listing
- Understanding Behavioural Interviewing methodology
- Using Behavioural Interviewing techniques
- The five (5) stages of Behavioural Interviewing preparation
- Techniques for assessing answers in Behavioural Interviewing
- Using Behavioural Interviewing when obtaining referees reports
- Practical exercises in Behavioural Interviewing
- Writing selection panel reports
- Providing positive and constructive feedback

This course is available in two forms

1 Day: Recruitment & Staff Selection (CUA 40304– 3.1.1)

2 Days: Recruitment & Staff Selection (CUA 40304– 3.1.2)