

# OUTLINE

## Hiring Smart Training

### Lesson 1

#### *Getting Started*

- Housekeeping Items
- The Parking Lot
- Workshop Aims
- Pre-Assignment
- Action Plans and Tests

### Lesson 2

#### *Defining and Knowing the Position*

- Know the Position
- Needs Analysis
- Job Analysis
- Task Analysis
- Case Study

### Lesson 3

#### *Implementing Strategy*

- Business Information
- Salary Range
- Top Performers
- Be Ready
- Case Study

## Lesson 4

### *Lure in Great Candidates*

- Advertise Where Nominees Visit
- Develop Corporate Citizenship
- Treat Your Candidates Well
- Consider the Competition
- Case Study

## Lesson 5

### *Filtering Applicants to Interview*

- Put Lots of Weight on Cover Letters
- Grading Resumes
- Search
- Initial Phone Interview
- Case Study

## Lesson 6

### *The Interview (I)*

- Introduce Everyone
- Use a Panel
- Match the Interview to the Job
- Kinds of Questions
- Case Study

## Lesson 7

### *The Interview (II)*

- Tell Me About My Company
- Distractions
- Interview More Than Once
- Wrap Up
- Case Study

Lesson 8

*Selection Process (I)*

- Testing
- Look for Passion and Enthusiasm
- Background Checks
- Trust Your Instincts
- Case Study

Lesson 9

*Selection Process (II)*

- Education Level Vs. Experience
- Have a Consensus
- Maintain Non-Hires on Document
- Assessing References
- Case Study

Lesson 10

*Making an Offer*

- Can it Quickly
- Employment Details
- Notify Rejected Candidates
- Be Creative
- Case Study

Lesson 11

*Onboarding*

- Training and Orientation
- Mentoring
- 30 60 90 Day Reviews
- Make Them Feel Welcome
- Case Study

Lesson 12

*Wrapping Up*

- Words from the Smart
- Review of Parking Lot
- Lessons Learned
- Conclusion of Action Plans and Tests

This course can be fully customised for your business team.  
Please contact us for more details and our team will happy to assist.

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