

# HR WSQ: Develop and Implement a Recruitment and Selection Strategies (HR-RS-402E-0)

*Participants will be awarded the **Statement of Attainment** upon successful completion of the course.*

## Course Objective

The course will address the skills and knowledge required to develop an organization's recruitment and selection strategies. It covers working with stakeholders to develop, implement and evaluate the strategies and processes used in recruitment and selection.

## Target Audience

Human resource managers and directors

## Course Outline

### ➤ Assess organization's ability to recruit and select the desired employees

- Analyse trends that may impact recruitment and selection strategies
- Identify organizational issues that may impact recruitment & selection
- Communicate and present analysis results to management team to ensure management buy-in recruitment and selection strategies

### ➤ Facilitate development of recruitment and selection strategies

- Recommend strategies that align existing organizational and HR services & strategies with recruitment and selection requirements
- Select appropriate recruitment channels and selection methods
- Communicate recruitment & selection strategies to relevant stakeholders

### ➤ Coordinate the implementation of recruitment and selection strategies

- Lead the HR team in developing an action plan to implement recruitment and selection strategies
- Support human resource team in the implementation of recruitment and selection strategies
- Evaluate the appropriateness of strategies against organization goals and objectives and identify required changes to human resource services and strategies

### ➤ Monitor and review the effectiveness of recruitment and selection strategies

- Develop processes & systems for gathering measurement data and feedback
- Analyse measurement data and feedback to establish performance against required criteria
- Review best practices in recruitment to identify potential improvements
- Recommend refinements/modifications to recruitment & selection strategies

## Methodology

It is a competency-based learning with assessment. Case studies, experiential learning, discussions & presentation, facilitation and sharing, critique & review.

Please refer to SNEF website for available dates

Duration : 3 days, 9am to 6pm (24 hours)

Assessment : On a separate day (1 hour)

Course Venue : SNEF Corporate Learning Centre @ Tanglin

**Register online at SNEF website [www.snef.org.sg](http://www.snef.org.sg)**

Click on 'Training' and Course Category '**Human Resource WSQ**'

- ❖ **50% Course Fee Subsidy, capped at \$15/hr**
  - ❖ **90% Course Fee Subsidy, capped at \$50/hr for SMEs / Singapore citizens aged ≥ 40 yrs**
  - ❖ **95% WTS funding**
- \* Absentee payroll is applicable*

	SCs/ PRs	SMEs/ SCs ≥ 40 yrs	WTS
Full fees (include 7% GST)	\$609.90		
Training grant	\$285.00	\$513.00	\$541.50
<b>Amount payable after training grant (inclusive 7% GST)</b>	<b>\$324.90</b>	<b>\$96.90</b>	<b>\$68.40</b>

## Absentee Payroll:

80% of hourly basic salary, capped at \$4.50/hr

For SMEs, enhanced absentee payroll funding available at 80% of hourly basic salary, capped at \$7.50/hr

*\*SMEs are defined as companies with:*

*(i) at least 30% local shareholding; AND*

*(ii) Group annual sales turnover of not more than \$100 million OR Group employment size of not more than 200 employees.*

## Workfare Training Support (WTS) Scheme:

Singapore Citizens aged ≥ 35 years & earning ≤ \$2,000/ month are eligible for 95% course fee subsidy. Companies can also apply for absentee payroll at 95% of hourly basic salary.

## Funding Eligibility

In order to enjoy the funding, participants need to fulfill the following requirements:

1. Singapore Citizens or Permanent Residents (PR) of Singapore
2. Attain at least 75% course attendance
3. Successfully complete assessment & certified as competent
4. Participant has not enjoyed funding for the same course before
5. For company-sponsored participants, training is fully sponsored by companies, which are registered or incorporated in Singapore

Companies are to submit application via **[www.skillsconnect.gov.sg](http://www.skillsconnect.gov.sg)** to enjoy the funding.

## Enquiries:

Malar DID: 6827 6934 / Training hotline: 6827 6927

Email : [malar@snef.org.sg](mailto:malar@snef.org.sg) / [trg@snef.org.sg](mailto:trg@snef.org.sg)