

Administer a Recruitment and Selection Process (SFw HR)

Participants will be awarded **Statement of Attainment for HRS-HRM-2010-1.1 Selection Management** upon successful completion of the course.

Course Objective

The course will address the skills and knowledge required to provide administrative support as part of the recruitment and selection process. It covers selection processes and recruitment and selection documentation.

Target Audience

Human resource professionals

Course Outline

> Manage Recruitment and Selection Administrative Requirements

- Check that all documentation and resources to support recruitment and selection activities are available for employees to access
- Record and retrieve documentation and information of recruitment and selection activities as required by employees and management
- Ensure confidentiality of administrative systems containing information relating to recruitment and selection

> Advise on recruitment and selection process

- Advise managers on the tools and resources available to support recruitment and selection activities
- Provide managers and employees with all necessary information and resources to conduct recruitment and selection activities
- Provide accurate information in response to enquiries regarding recruitment and selection processes

> Review recruitment and selection documentation

- Check that required documentation relating to recruitment and selection has been received and take appropriate actions to ensure completeness
- Generate reports on the outcomes of recruitment and selection activities
- Suggest improvements or efficiencies to the administration of the recruitment and selection process

Methodology

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

Click on 'Training' and Course Category '**Human Resource / Industrial Relation**'

- ❖ **80% Course Fee Subsidy, capped at \$17/hr (SC aged ≤ 39/SPR)**
- ❖ **90% Course Fee Subsidy, capped at \$25/hr (SC aged ≥ 40/ SMEs)**
- ❖ **Absentee Payroll**
90% of hourly basic salary, capped at \$10/hr. Eligibility period: 1 May – 31 Dec 2020

SME	NON-SME	SELF-SPONSORED	Full Course Fee	Training Grant	Amount Payable
- All SC & SPR	- SC aged ≥ 40	→	\$556.40	-\$468.00 =	\$88.40
	- SC aged ≤ 39 - All SPR	→	\$556.40	-\$416.00 =	\$140.40

All prices stated are inclusive of 7% GST

SC : Singapore Citizen

SPR : Singapore Permanent Resident

: Not Applicable

SMEs : 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.

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. Has not enjoyed funding for the same course before. *Note: This course is equivalent to Administer a Recruitment and Selection Process (HR-RS-201E-0).*
5. For company-sponsored participants, training is fully sponsored by companies, which are registered or incorporated in Singapore

Enquiries:

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