

Develop and Implement Recruitment and Selection Strategies (SFw HR)

Participants will be awarded the **Statement of Attainment** for **HRS-HRM-5010-1.1 Selection Management** 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 a 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.

- ❖ **50% Course Fee Subsidy, capped at \$15/hr (SC aged ≤ 39/SPR)**
- ❖ **90% Course Fee Subsidy, capped at \$50/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		\$609.90	-\$513.00	= \$96.90
	- SC aged ≤ 39		\$609.90	-\$285.00	= \$324.00
	- All SPR				

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 Develop and Implement a Recruitment and Selection Strategies (HR-RS-402E-0).**
5. For company-sponsored participants, training is fully sponsored by companies, which are registered or incorporated in Singapore

Please refer to SNEF website for available dates

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

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**'

Enquiries:

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