

# RECRUITMENT & SELECTION PROCESS OF FOREIGN WORKERS



## INTRODUCTION

The recruitment and selection process of foreign workers is about much more than just choosing someone that matches the Interviewer's personality. It is about finding the best talent for your organization's culture – people who demonstrate the skills of the job and, more importantly, possess the ability to not only do the job well, but also to make real contributions and help grow the job in the right way to accomplish the vision and business goals of your organization.

It's all about people – the people who make everything happen in your organization. Finding the right people for specific jobs is the essence of what successful recruiting is all about, and selection the best talent is what assures your competitive advantage. Finding the best talent is a formula. Recruiters and Interviewers need world-class recruiting and interviewing skills that will keep the organization ahead of the pack.

## OBJECTIVES

Upon completion of this program, you will be able:

- To have an overview of the law in relation to recruitment
- To make an accurate assessment of the requirements of a vacancy
- To produce a constructive person specification
- To shortlist against selection criteria
- Understand the importance of interviewing effectively
- Understand the styles of selection interviewing
- Identify the key criteria for the job
- Obtain the skills and information to conduct competency-based interviews and assess individuals against job-related competencies through interactive exercises
- Identify talent at recruitment and selection

## WHO SHOULD ATTEND?

- Recruitment officers
- Interviewers

## COURSE OUTLINE

- Acquiring the right Talent: Recruitment
- Nurturing Organisation's Competencies and Talents
- The Selection Interview

- Competency-based Interviewing
- Conducting the Interview
- Evaluating the Interviewing
- Employment Act & Industrial Relations Act 1967



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