



## How to Hire Star Employees

### KEYBA Recruitment Training Program

#### COURSE DESCRIPTION

Does your recruitment strategy allow you to attract and hire highly motivated, driven staff who always aim to surpass targets, deliver outstanding results and make the most out of every opportunity to contribute to the growth of your business? Or do you tend to recruit whoever comes in and tells you they need a job?

Employing the best people for your business can take a significant amount of time, resources and in-depth industry knowledge, while hiring the wrong person costs even more.

Sign up for the Key Business Advisors Recruitment Training Program and make sure only the best talent join your team so that you get a maximum return on your investment in your staff.



#### COURSE OUTLINE

- Introduction to Recruitment
- Steps of the recruitment process
- Understanding DiSC for Employees
- Screening Resumes
- Phone Screening
- RED FLAGS to look out for
- Be mindful of discrimination
- Other considerations: Internal Applicants
- Guidelines to prepare interviews – legislation considerations
- Preparing the interview guide
- Behavioural Interviewing
- Application form
- General preparation and guidance
- Recognise red flags
- Background checks
- Checking references
- Police Check
- Privacy legislation
- Make the offer – negotiate salary and conditions of employment
- Minimum Wage
- Probation Period vs Minimum Employment Period
- Behavioural tests – DiSC Profile
- Notifying Unsuccessful Candidates
- Induction – Setting your new employee up for success
- Welcome pack
- Induction Manual
- 3 month Performance Plan

~~\$720~~ \$660\* (GST inc) pp or

**\$550\* (GST inc) pp for two or more  
from the same business**

**1 Day | 9 - 4.30PM**

**Please visit our website or call for enquiries  
and bookings:**

[www.keyba.com.au](http://www.keyba.com.au)

1300 4 ADVICE



#### Why train with us?

- ◆ Take-home course manual
- ◆ Class experience relevant to industry
- ◆ KBA Certificate of completion
- ◆ Experienced, professional and friendly instructors