

RECRUITER TRAINING

7 DAY INTENSIVE PROGRAM

AN OVERVIEW OF THE STAFFING INDUSTRY

- The Need for Your Services: Why Employers Use Recruiters
- How We Make Money In This Business
- Markets
- Industries
- Personnel Types
- Employment Types
- Your Competition
- Clients
- Candidates
- Recruiting, Sales & Marketing
- Recruiters Job Description
- How to Succeed

BUILDING A SOLID FOUNDATION FOR SUCCESS

- Professionalism & The Image You Exhibit
- Attitude
- Professional Ethics
- Work Ethic
- Relationship Building
- Listening Skills
- Time Management
- Planning & Organization
- Goal Setting
- Know Your Business

TERMINOLOGY & DEFINITIONS

UNDERSTANDING RECRUITING

- The Placement Process
- The Profile Of A Successful Recruiter
- Proactive versus Reactive Recruiting
- What You Want To Accomplish versus What You Need To Accomplish
- The MPC (Most Placeable Candidate)
- Sourcing Methods

THE RECRUITING PROCESS

- Develop Your Recruiting Plan
- Reasons To Call; Reasons Not To Call
- Who Are You and What Can You Do For Me?
- Telephone Contact versus Email?
- Types of Recruiting
- Dealing with Candidate Objections

TELEPHONE SCREENING AND INTERVIEWING

- Telephone versus In-Person Interviewing
- Candidate Types
- Candidate Interviewing
- Planning the Interview
- The Introductory Statement
- Key Information Areas
- In-Person Interviewing
- The Candidate Profile Worksheet

UNDERSTANDING MARKETING

- What Makes A Successful Marketer?
- Types of Marketing
- Determining Your Target Market
- What You Want To Accomplish versus What You Need To Accomplish
- Develop Your Marketing Plan
- Developing Your Target Market
- Telephone Contact versus Email
- Developing Your Presentation Script
- Dealing with Client Objections

THE JOB ORDER

- When Should A Job Order Be Written
- The MUST HAVE Information
- Defining The Recruiting Process
- Qualifying The Job Order
- Prioritizing Your Job Order
- What Is An Excellent Job Order?
- The Job Order Worksheet

CANDIDATE MATCHING AND SUBMITTALS

- Guidelines in Candidate Matching
- Presenting the Job to the Candidate
- Submitting Your Candidate to the Client
- Preparing the Resume for Submittal To The Client

THE CLIENT INTERVIEW

- Arranging and Confirming the Interview
- Candidate Preparation
- The Interview Hand-Out
- Interview Follow-Up

CANDIDATE REFERENCES

- When to Get References from Your Candidate?
- When To Check References?
- Authorizations and Disclosure Statements
- Calling the Reference
- The Reference Verification Worksheet

THE EMPLOYMENT OFFER AND RESIGNATION

- Receiving, Extending and Closing the Offer
- The Resignation
- Beware the Counter Offer
- It's not done until the Guarantee Is Up
- Deal Breakers and How to Handle Them

FEE AGREEMENTS AND GUARANTEES

IN GENERAL - MISCELLANEOUS TOPICS

- It's A Numbers Game
- Don't Take It Personally
- Trial & Error & Experimentation
- Determining Your Strengths
- Networking & Referrals
- Timesaving Tricks & Tools
- Recruiter Resources

How to go about it?

- Taking a Complete Job Order Learn the secrets to gaining the essential information required at this fundamental stage.
- Making a Recruiting Plan the vital elements to strategic planning for any assignment.
- Candidate sourcing a structured and comprehensive approach to finding the best possible candidates.
- Candidate Qualification how to qualify the very best candidates quickly and effectively.
- Consultant Interviews uncover absolutely everything you will ever need to know about your candidate.
- Presenting Candidates to Clients Guarantee your candidate is interviewed by delivering a powerful presentation.
- Interview Preparation - candidate and client preparing both parties to go in and WIN.
- Client Interview The critical stage when client meets candidate.
- Interview de-briefing - Candidate and Client Learn how to uncover all you need to know and effectively close for the next step.
- Offer management – Secrets to securing the highest offer possible and guaranteeing your candidate accepts it.
- Resignation and Notice Management – Discover how to eliminate any surprises during the most treacherous part of any deal.
- Post placement work Maximise your future business opportunities by following these final steps

Qualities of a Recruitment Consultant

Recruitment is a fast paced and exciting career for those seeking rewards based on their merits and achievements.

A successful Recruitment consultant is someone who makes opportunities for themselves and their team and works harder and smarter than their competitors. You will need to have excellent listening skills and be inquisitive and determined. The successful Consultant will be goal orientated and demand continually high standards from themselves and their team. The list of attributes that we look for in trainee consultants is by no means exhaustive. Some of the characteristics are:

- Sales ability
- Common sense
- Enthusiasm
- Ability to prioritize
- Ambition
- Imagination
- Honesty
- Diplomacy
- Resilience