



COURSE OVERVIEW

TA Fundamentals

Many in the TA profession have never received any formal training. This course is ideal for anyone in TA or HR and covers some fundamentals such as Competency Based Interviewing, EEO and the law, through to top tips and insights on the marketplace and best practice attraction and screening techniques. It also looks at the current marketplace and the role of social media in recruitment.



Attracting and selecting the right job candidates is essential to business success

Selecting the best person for a job role is a critical skill for those in TA and HR. Recruitment is often overlooked in HR qualifications or Degrees. Learning to lead the recruitment conversation, taking a good brief and the ability to coach others, such as hiring managers is crucial on the process, D&I considerations, unconscious bias and other best practice tips and tricks.

Good Hiring practices and decisions can impact the organisation's culture, performance and bottom line. TA specialists and HR practitioners need to understand how to apply effective, reliable, and valid attraction, interviewing and selection techniques to ensure attraction and good recruitment decisions are made. It is also important to know the law and make sure recruitment practices are free from discrimination and bias.

This course offers a strategic and informed approach to the marketplace, attraction, interviewing and selection, other assessment types and the importance of good onboarding etc. It includes:

- The current market in 2024
- EVP and Brand and attraction techniques
- The role of social media in Recruitment
- Debrief of pre-course reading & employment law quiz
- Increasing diversity & inclusion in recruitment
- Unconscious bias in Recruitment
- Neurodiversity considerations
- Competency Based Interviewing techniques
- Question types & in-depth probing techniques
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- Best practice interview structure
- Preparation & competency questions for the interview session
- Process of observing, classifying & taking notes
- Interview Etiquette, Structure, practice and questioning techniques
- Candidate evaluation
- Different assessment methods
- Reference checking
- Onboarding techniques

Bonus

Sessions:

- The art of taking a good recruitment brief
- HR Tech in Recruitment
- AI in Recruitment
- Best Career Websites

Target Audience

This course is suitable for TA and HR professionals, new or experienced in the recruitment profession, who want to formalise their learning and ensure best practice is applied. And for those wanting a more structured, fair interviewing process and to improve their interviewing and selection skills.

Key Learning Outcomes

- Apply a systematic selection process, which includes structured interviews and probing questions of candidates to effectively address competence for the role.
- What is behavioural based interviewing techniques and prepare appropriate questions
- Recognise different question types in interviews (those that do and don't work)
- A professional interview structure and note taking
- The ability to probe and seek further evidence of competence
- Other available assessment tools
- Knowledge of the laws surrounding recruitment
- Knowledge of the employment market in 2024, EVP and employer branding needs and best avenues to the marketplace.
- Candidate evaluation and scoring
- Reference checking essentials
- Good onboarding techniques
- Taking the recruitment brief and working with hiring managers
- Diversity and Inclusion in Recruitment
- Unconscious bias considerations in recruitment
- Latest HR TechAI in Recruitment

Visit our website to see full [course timetable](#).



Other Course Information

- Live classroom-based style course
- 1 Day course. 9.00am to 5.00pm in CBD locations, close to transport and parking.
- Morning and afternoon tea/coffee provided.
- Workbook included to keep and use after training.
- Pre-course work on EEO and the Law and joining instructions sent out a week in advance.
- **All participants receive certificate of completion.**

Your Trainer

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Hill Consulting



Your Trainer

Rachel Hill - Director

[See bio on our website](#)

Rachel consults to leading organisations across Australia and New Zealand.

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Need to secure a place and receive an invoice?

Please contact Rachel Hill rachel@hillconsultinghrs.com.au or DM her on LinkedIn.

For more than five people - Inhouse courses available for TA teams and or Hiring Managers. [Contact Us](#) for an initial chat.

Dates & Prices

For public courses please visit our event information page here [Find dates and prices](#) or scan the QR code:



For pricing for your organisation please get in touch so we can give you a cost specific to your company's requirements.