

2 day course

STRATEGIC RECRUITMENT AND SELECTION IN A CHANGING WORLD OF WORK

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SABPPTM
SA BOARD FOR
PEOPLE PRACTICES
Setting HR standards



Abstract

To sustain themselves and to be agile and competitive in the current and future business environment, where among others, artificial intelligence and digitisation are the order of the day, organisations need to be staffed with highly talented and high performing individuals. Of course, wise leadership is also required to navigate its followers through uncertainty amid globalising and disrupted economic activities. In addition, more and more, worldwide, the workplace is becoming more heterogenous: a more diverse workforce that expects impartial and fair programmes and employment; as well as the need to inculcate a sense of belonging in the workplace. This has seen an emerging worldwide trend in the recent past and hence the inventing of the phenomenon diversity, equity, and inclusivity (DEI).

Coupled to the above, we are continuously witnessing how global trends are on the one hand being exploited to generate winners; while on the other, losers have thrown in towels due to inexplicable trends that are just too much for them. The current times we live in, where disruption is the order of the day, are changing how we work and live: the swift spread of digital technologies as pointed above; the continuous challenges of globalisation; a melting pot of generations in the workplace, etc. Despite these and many other global drifts, substantial new opportunities present themselves for business gurus, analysts, etc to grasp what is required to navigate their businesses. In all this, highly talented and high-performing individuals are a common denominator.

The applicable HR standards that provide guidelines are:

- The Talent Management Standard
- The Workforce Planning Standard

Furthermore, the SABPP’s professional practice standards offer the nuts and bolts of various HR processes, and in this case the following are applicable:

- Recruitment
- Selection

Special Features

- 14 CPD points
- Walk away with a Recruitment & Selection Policy.
- In addition, you will be loaded with more than 15 templates of talent attraction and retention processes that include:
 - ✚ Executive contract of employment
 - ✚ Delegations of authority
 - ✚ Restraint of trade
 - ✚ Job profile of senior HR business partner
 - ✚ Competency-based targeted interview questions with rating scales
 - ✚ Virtual interview hints
 - ✚ Contemporary vetting and reference checklist
 - ✚ Sign-on bonus agreement
 - ✚ Retention bonus agreement
 - ✚ Analytics//metrics for measuring impact of company recruitment and selection strategies.

Course outline	
<p>Module 1: World of work trends and their impact on talent acquisition and placement</p> <ul style="list-style-type: none"> • Knowledge economy and future of work. • More virtual work environment. • Digitalised workplace. • Expectations of younger generations. • Blurred lines between work and home. 	<p>Module 2: Employment laws and government policies impacting on recruitment and selection practices.</p> <ul style="list-style-type: none"> • Constitution of the Republic of South Africa. • Labour Relations Act. • Basic Conditions of Employment Act. ✚ Enforceability of restraint of trade agreements: Pronto Computer Solution v Glen Vd Merwe.

<ul style="list-style-type: none"> • HR trends influencing talent recruitment and selection. <ul style="list-style-type: none"> ✚ Remote or virtual work. ✚ Technology-driven HR. • Virtual reality. <ul style="list-style-type: none"> ✚ Artificial intelligence. ✚ Robotic process automation. • Data-driven HR function. • Employee wellness and flexible workplaces. • HR design as a strategic focus for organisations. • Lessons from relevant interesting case laws pertaining to recruitment; and selection. 	<ul style="list-style-type: none"> • Employment Equity Act (EEA) and current proposed amendments. <ul style="list-style-type: none"> ✚ The Dischem statement. • Skills Development Act. • Employment Services Act and current proposed amendments. • Protection of Personal Information Act. • Immigration Act. <ul style="list-style-type: none"> ✚ General work permits. ✚ Exceptional skills work permit. ✚ Intra-company transfer work permit. ✚ Corporate permit. • Codes of good practice guiding recruitment and selection practices. • Government Policy. <ul style="list-style-type: none"> ✚ National Labour Migration Policy. ✚ Scarce and critical skills. ✚ Professionalisation of the public service.
<p>Module 3: The recruitment process</p> <ul style="list-style-type: none"> • Employment Equity Policy • Delegations of Authority • Applicant screening <ul style="list-style-type: none"> Curriculum Vitae Application forms Cover letters Telephone screening Pre-recorded videos Technology-driven screening techniques and systems 	<p>Module 4: The selection process</p> <ul style="list-style-type: none"> • Remuneration and recognition policy <ul style="list-style-type: none"> ✚ Sign-on bonus agreements ✚ Retention bonus agreement • Selection interviews • Dealing with different interview characters • Post-interview shortlisted candidates • Psychometric tests and assessments <ul style="list-style-type: none"> ✚ Proposed amendments to Employment equity Act relating to psychometric tests. • Medical examinations <ul style="list-style-type: none"> ✚ Proposed amendments to the Employment Equity Act • Background checks and verification including: <ul style="list-style-type: none"> ✚ Social media screening and checks: twitter, Facebook, YouTube, Instagram ✚ Fit and proper persons, including delinquent directors. • Offer of employment <ul style="list-style-type: none"> ✚ Acceptance of offer must be clear and unequivocal or unambiguous: Tshiki v Nelson Mandela University; and Ntsunguzi v M2 Bio Food and Beverage.

	<ul style="list-style-type: none"> ✚ Wyeth SA v Manqele and others: Job applicant is an employee in terms of LRA. • Selection administrative processes. <ul style="list-style-type: none"> ✚ Protection of Personal information Act (POPIA): Application of the 8 Principles <ul style="list-style-type: none"> ○ accountability ○ processing limitation ○ purpose specification ○ further processing limitation ○ information quality ○ openness ○ security safeguards ○ data subject participation
<p>Module 5: Measuring impact of recruitment and selection activities on business.</p> <ul style="list-style-type: none"> • International Standards Organisation (ISO) Global Standard 30414 • Recruitment and selection analytics <ul style="list-style-type: none"> ✚ Quality per hire ✚ Average time to fill vacant positions. ✚ Average time to fill vacant critical business positions. ✚ Percentage of positions filled internally. ✚ Percentage of critical business positions filled internally. ✚ Percentage of vacant critical business positions in relation to all vacant positions. ✚ Total cost of employment ✚ Average cost per hire ✚ Recruitment costs 	

Target Group

- Recruitment and selection specialists
- Talent management specialists
- Employment equity and skills development committee members.
- HR business partners
- Chief human resource officers
- Senior HR managers
- HR Officers
- Line managers responsible for HR activities

Course Duration

2 Days

Course Fee

- SABPP members R3 110.00 excl vat
- Non-members R3 732.00 excl vat