

Recruiting and Selecting Staff

MDS

Date: Tuesday 20th March 2012

Venue: Level 8/138 Queen St Campbelltown

Time 9:30 – 3:30

Trainer: Jaye Toole MEd (VET), BHACS, Dip HR Mgt, Dip TAA, Cert IV TAA MAICD, MACE, MAITD, MALA

Cost: \$150.00

- Writing job descriptions that describe the job well
- Designing job advertisements that attract the right people
- The culling process explored
- Internal or external recruitment; which is best
- What is the best use for referees?

How To Enrol *Limited places Available

Contact MDS Training Support Officer

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