

Recruitment Specialist Training

Date: 6th to the 20th of November 2024

Time: 9:00am to 12:00pm

Duration: 3 hrs per week for 3 weeks.

Cost: Free

Registration link: [Recruitment Specialist Training](#)

Location: New Media Manitoba Office 62 Albert St #100, Winnipeg, MB R3B 1E9

Join us for a comprehensive 3-day Recruitment Specialist Training sessions designed to equip participants with practical knowledge and skills to succeed as professional recruiters. This training will cover essential areas that ensure a strategic approach to talent acquisition, as well as practices to attract, select, and retain top talent that drives organizational success.

Key learning areas for this training session include:

- Internal and External Considerations: Understanding the organization's hiring needs, objectives and external factors that influence recruitment.
- Crafting Effective Job Descriptions: Creating job descriptions that attract qualified candidates.
- Sourcing Strategies: Utilizing effective methods to source top talent.
- Developing a Hiring Plan: Establishing timelines and streamlining the recruitment process, from job posting to onboarding, to ensure success.
- Interview Techniques: Conducting successful interviews, asking the right questions, and evaluating candidate responses.
- Best Practices for Candidate Assessment: Assessing candidate skills, qualifications, and cultural fit to make informed hiring decisions.
- Diversity and Inclusion: Implementing practices to foster an inclusive and diverse workforce.
- Recognizing and Mitigating Unconscious Biases: Identifying and addressing biases in the recruitment process.
- Legal and Ethical Aspects: Understanding equal employment opportunity laws and privacy regulations.
- Selection Strategies: Ensuring fair and equitable treatment of all candidates.

Instructor Profile:



Ogochukwu Eze is New Media Manitoba's Human Resources Consultant. She is an internationally trained Human Resources Professional with years of experience partnering with organizations to help them successfully grow and achieve their overall corporate goals. She also supports our partner organizations to establish and maintain a safe work environment and a culture that fosters collaboration, engagement, productivity, and growth, where every human resource customer feels valued and empowered to succeed.

She holds a CPHR designation, holds a Master's degree in Industrial and Personnel Relations, a Certificate in Human Resources Management from the University of Manitoba and has a Bachelor's Degree in Mass Communication.

Prerequisites:

Participants will be expected to have:

- Grade 12 or equivalent, or at least three years of work experience.
- Intermediate level of written and spoken English recommended.
- An entry level experience in a people-focused role, a professional or a business setting recommended.

Learning Outcomes :

By the end of the session, participants will be able to:

- Analyze organization's hiring needs and align hiring strategies with overall goals.
- Evaluate external factors influencing recruitment.
- Develop job descriptions accurately depict job responsibilities, qualifications, expectations and attract the right candidate.
- Analyze the different sourcing channels and determine when to utilize each.
- Streamline recruitment procedures from job posting to onboarding.
- Structure interviews to elicit responses that assess candidate skills, qualifications, cultural fit and suitability for the role.
- Employ effective interviewing techniques to ensure efficiency in candidate selection.

- Implement selection strategies that ensure fair and equitable treatment of all candidates.
- Apply best assessment practices to make informed hiring decisions.
- Implement practices to foster an inclusive and diverse workforce.
- Recognize and address unconscious biases in the recruitment process.
- Understand the legal and ethical aspects of talent acquisition, ensure compliance and maintain the integrity of the recruitment process.

*Have questions? Maybe you want to take part?
Feel free to contact us so we can help you get started.*

CONTACT INFORMATION

Ogochukwu Eze,
Human Resources Consultant
Email: ogochukwu@newmediamanitoba.com

[New Media Manitoba](#) and [Tech Manitoba](#) are the Sector Council partners for Information, Communication and Digital Technologies and non-profit industry associations dedicated to supporting the sector growth.

Funding Provided by/Financement fourni par:
The Government of Canada The Manitoba Government
Le gouvernement du Canada Le gouvernement du Manitoba



Government
of Canada

Gouvernement
du Canada

