

Tools for Recruiting

Develop strategies for attracting the right people to your organization.

Having the right people, in the right role, at the right time is paramount to your organization's success. Be confident you are making the best hiring decisions for your organization.

In this half-day workshop, you will explore best practices in developing job descriptions, screening resumes, developing interview questions, and conducting reference checks to attract and engage high performers to your employee and volunteer roles. Walk away with a number of resources to guide you in the right direction. You will learn how to:

- Develop positions that align with your organizational priorities
- Identify the skills, knowledge and attributes necessary to succeed in the role
- Attract great candidates and identify who is the best fit for the role

This workshop is ideal for not-for-profit leaders responsible for recruiting and hiring staff and volunteers.

Come away from this workshop with the ability to:

- Describe how a position supports the strategic goals of the organization
- Identify the competencies and attributes required for the incumbent to be successful in the position and develop screening criteria
- Draft effective and engaging position descriptions

Develop effective interview questions and screening processes to evaluate candidates