

全面招聘体系管理

从规划到入职，完整的招聘工作全流程体系化课程

上海场次支持全景动态直播 

Duration: 1 day

Price: RMB 6,800 (6% VAT included)

如何在企业内建立规范、有序、清晰的招聘流程与体系？HR 该如何调用人部门并与其合作共同完成招聘工作，为企业用人计划给出具体建议，使招聘工作为企业人才发展与保留做出真正贡献？

美世为期 1 天的研讨会将帮助您了解到招聘规划的思路与技巧；理解招聘需求的来源及如何做具体的招聘需求分析；掌握招聘的有效渠道和基本流程；了解从甄选到跟踪录用的不同方法和注意事项。

课程概述

招聘年度规划

- 从企业战略到年度招聘规划思路
- 年度招聘规划的内容
- 年度规划的报表
- 了解招聘全流程体系

招聘需求管理

- 树立正确的招聘理念
- 从岗位职责说明书到人才画像雕塑全流程
- 智慧的需求沟通会议与管理

招聘渠道管理

- 猎头公司
- 网络招聘
- 企业媒体
- 校园招聘

- 内部渠道
- 共享用工

招聘流程管理

- 职位发布
- 简历收集和筛选
- 面试实施
- 录用检测

录用跟踪

- 录用方案
- 背景调查
- 入职跟踪
- 效果跟踪

学员收获

- 提升思维高度，从企业战略到招聘实施，掌握招聘体系建立的要素，建立准确、公平和认可的招聘体系，从而保证招聘工作的有效开展
- 掌握专业的人才画像雕塑方法和面试框架逻辑，学习成为招聘领域的专家
- 有效掌握内部沟通的诀窍，调动业务部门与 HR 共同完成招聘工作，确保招聘工作有效推行的同时，增强 HR 的影响力
- 学会如何擅用招聘渠道的诀窍，能在猎头公司、网络招聘、校园招聘和内部渠道等多渠道组合进行有效招聘
- 掌握多种甄选和测评方法，完善从职位发布开始到录用的完整招聘流程
- 掌握通过招聘有效提升雇主品牌的关键点

目标学员

人力资源专业人士，人力资源全面管理人员，以及其他希望全面掌握人力资源招聘流程与技巧的专业人士

Comprehensive recruitment management

Live stream is available for Shanghai sessions 

How to set up standard, orderly and clear recruitment process and system in the company? How does HR department collaborate with business unit to complete recruitment, provide specific suggestions on hiring plan, and make the hiring truly contribute to the company's talent development and retention? This one-day workshop will help you master the basic processes of workforce planning and HR demand and supply analysis. Understand your organization's recruitment needs and how to conduct a specific recruitment need analysis. Master effective recruitment channels, basic process, and learn different methods and precautions to take from selection to hiring.

Topics covered

Recruitment annual planning

- From corporate strategy to annual recruitment planning
- Contents of an annual recruitment plan
- Annual planning report
- Understand the whole process of recruitment

Recruitment requirements management

- Build the right mindset of recruitment
- From job description to talent portrait
- Manage requirements smartly

Recruitment channel

- Head-hunting company
- Online recruiting
- Corporate media
- Campus recruiting
- Internal channels
- Shared labor

Recruitment process management

- Job posting
- Resume collection and screening
- Interview screening
- Hiring testing

Recruitment tracking

- Offer proposal
- Background investigation
- On boarding tracking
- Effect tracking

Benefits to participants

- Raise thinking level from corporate strategy to recruitment implementation, master the elements of establishing an accurate, fair, and recognized recruitment system to ensure the effective implementation of recruitment
- Make professional talent portrait and interview framework, and learn to become a recruitment expert
- Learn internal communication skills; motivate business departments to complete recruitment together with HR and enhance HR influence to business
- Learn how to use headhunters, online recruiting, campus recruiting, talent markets, and internal channels for effective recruitment
- Master a variety of selection and assessment methods, and improve the complete recruitment process from job posting to onboarding
- Master the keys to effectively enhancing employer brands through recruitment

Target participants

HR professionals, HR generalist and others who want to understand recruitment process and skills comprehensively