

美世公开研讨会

美世学习与发展热线 | Tel: 400 600 5599 | E-mail: LearningChina@mercer.com

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 该如何调动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



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- · 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

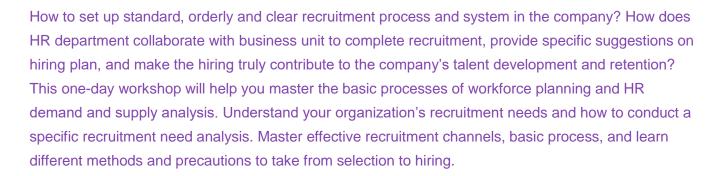


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Comprehensive recruitment management

Live stream is available for Shanghai sessions



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



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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