



RECRUITMENT

This course is intended for all persons who need to recruit and select candidates to fill defined positions. This course is intended for people who recruit and select people for defined positions within an organisation or the personnel recruitment industry. Persons credited with this unit standard are able to prepare, recruit and select suitable candidates according to ability and potential within an organisation and through the personnel recruitment industry.

The Student would gain competencies from this course to be capable of:

- Gather, organise, record and manage information.
- Engage in active communication techniques.
- Apply organisational policies and practices.