

HR School – Sample Day Plan

Module outline for Level 1

Session: Selection Process

Duration: 1 day (part of a 3 day module)

Industry: Micro Finance Institution

Session Focus	Methodology	Time
<u>Measuring HR contribution:</u> <ul style="list-style-type: none"> ▪ Integrating HR into Business Performance measurement 	<ul style="list-style-type: none"> ▪ Discussion and slides 	1 hour
<u>Adding value to the selection process</u> <ul style="list-style-type: none"> ▪ Assessing current contribution to the selection process ▪ Dovetailing hiring plans into the Resource Plan 	<ul style="list-style-type: none"> ▪ Individual and small group activity 	1:30 hours
<u>Selecting the right candidate: Pre-hiring</u> <ul style="list-style-type: none"> ▪ Job Analysis theory ▪ Hiring sources ▪ Selection tools 	<ul style="list-style-type: none"> ▪ Discussion/ slides ▪ Paired activity 	2 hours
<u>Resume Screening</u> <ul style="list-style-type: none"> ▪ Short listing resumes ▪ Creating a tracking mechanism for selection and rejection 	<ul style="list-style-type: none"> ▪ Small group activity ▪ Discussion / slides 	1 hour
<u>Analysis of current hiring data – ‘Back at Work’ application</u> <ul style="list-style-type: none"> ▪ Attrition analysis and map back to hiring process / criteria ▪ Identifying supporting factors for errors and enabling factors for success ▪ Action planning 	<ul style="list-style-type: none"> ▪ Paired activity ▪ Discussion 	2 hours