

Technical Credibility

OLC Course Recommendations

Competency Definition

Understands and appropriately applies procedures, requirements, regulations, and policies related to specialized expertise. Is able to make sound hiring and capital resource decisions and to address training and development needs. Understands linkages between administrative competencies and mission.

OLC Component Titles

Building a Firm Foundation

COURSE TSA-HR-BUILDFIRMFND-0001

Description: The behavioral-based interviewing process begins with laying a firm foundation for success. Before you bring a candidate in for the interview, much work must be done behind the scenes. This course will help you set the stage for success. You'll understand why hiring is the key to your organization's success, and you'll learn about the legalities of hiring. You'll explore various hiring options and the advantages and disadvantages of each option. You'll discover what you can do to market the opportunities your organization offers and what it takes to make your company a great place to work. When you've finished this course, you'll have a strong basis for beginning the process of behavioral interviewing. **Duration=3.0**

Conducting the Behavioral-based Interview

COURSE TSA-HR-BEHAVIORINTRV-0001

Description: Interviewing is no longer a process of interrogation. In fact, the previously held view that an interview is an opportunity for an interviewee to -sell- himself is under considerable challenge. What's taking the place of the traditional interview? The behavioral-based interview. The behavioral-based interview differs significantly from traditional interviewing styles because it focuses on the theory that past behavior and performance predict future behavior and performance. In this course, you'll learn how to ask behavioral-based questions and distinguish behavioral response from non-behavioral responses. You'll discover how you can use role plays, structured situational questions, and take-home projects to determine behavior. You'll explore various means for evaluating the ability and motivation to perform once on the job, and finally, you'll be guided through the decision-making process of selecting a candidate. **Duration=2.5**

Facilitating Effective Hiring

COURSE TSA-HR-FACILEFFCTHIRING-0001

Description: The most important part of recruiting is choosing the right candidate to help your business prosper and grow. The company's recruiter is the front line to finding quality employees. Keys to facilitating effective hiring decisions include thinking through the hiring process, having a well thought-out job description, and using sound screening practices. These activities are an intrinsic part of the recruiter's job, and this course explores these areas. **Duration=2.5**

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Hiring Considerations

COURSE TSA-HR-HIRINGCONSID-0001

Description: Recruitment is a complex and important activity for a manager. Effective hiring requires effective preparation. The recruitment process must be fair and safe, and there is plenty of legislation to trip up the unwary manager. Getting any part of this wrong is expensive, time consuming, and damaging to the good name of the company. This course will give you a brief overview of the major employment legislation that affects recruitment. Then the course will explore the options that any manager has when faced with hiring a new employee. Hiring is an expensive process, so the course explores a cost-benefit analysis of the various hiring methods, examining in detail internal hiring and contingent workers as two particular options. Defining a job in terms of competencies and then rating them provides the foundations for effective hiring, and this course will show you how to use these methods in creating a structured interview. **Duration=2.5**

Screening Applicants

COURSE TSA-HR-SCREENAPPLIC-0001

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Description: You've done your homework. You understand the importance of effective hiring, you've considered all of your hiring options, and you've effectively marketed the job opportunities in your organization using a behavioral-based job description. Applicants are pouring in. What do you do next? You must become skilled at screening applicants so that you can narrow the field to the group of individuals who appear to be best suited to the needs of your organization. In this course, you'll learn how to use applications, resumes, phone calls, and references as screening tools. You'll learn what information to look for, how to assess behavioral information that is provided to you, and how to pick up on -red flags. **Duration=3.0**

Selecting the Best Applicant

COURSE TSA-HR-SELECTBESTAPPL-0001

Description: Making decisions is always difficult, and that applies particularly to choosing a new employee. This course will show you the most effective methods for evaluating and choosing the best applicants. It will show you how to analyze the information from the interview--by working in a focused framework--and how to compare candidates. You will examine and avoid the most common problems with decision making, and confirm and ratify your decision with other people who know the candidate. Put that all together, and you will have the best possible recipe for choosing the best applicants.

Duration=2.0

Workforce Planning and Employment Strategies

COURSE TSA-HR-WRKFORCEPLAN-0001

Description: In order to remain competitive in the business world, organizations must ensure that they employ the right people in the right numbers at the right time. Workforce planning and employment involves the processes of planning, developing, implementing, administering, and ongoing evaluation of recruiting and hiring to ensure that the workforce will meet the organization's strategic goals and objectives. This course prepares learners interested in the Human Resource Certification Institute (HRCI) Senior Professional in Human Resources (SPHR) Certification. TargetAudience is Human Resource Managers; Leaders and Professionals who are preparing for the Human Resource Certification Institute's Senior Professional in Human Resources certification examination; Compensation and Benefits Analysts; Staffing Managers and Recruitment Consultants will also have interest in this certification path.

Duration=3.0 hours