

# HireIQ - The Hiring Manager Course



The HireIQ eLearning course is designed to equip hiring managers with the essential knowledge and skills required to master the talent acquisition process.

Learners will delve into strategic workforce planning, practical recruitment techniques, and effective onboarding practices. The course emphasises the critical role hiring managers play in driving successful recruitment outcomes and fostering a culture of diversity, equity, and inclusion.

Trusted by



By the end of this program, learners will be able to:

- Understand the talent acquisition process and the pivotal role of hiring managers.
- Develop strategic workforce plans that align with organisational goals and DEI principles.
- Create effective job descriptions and recruitment strategies.
- Identify and utilise various sourcing channels and build a strong employer brand.
- Conduct fair and unbiased interviews and make informed hiring decisions.
- Enhance candidate engagement and provide a positive candidate experience.
- Prepare comprehensive onboarding plans to ensure new hires' success.
- Set clear job requirements and develop measurable goals for new hires.

## Module 1: Introduction

- Overview of the Talent Acquisition Process
- Stakeholders and Their Responsibilities
- Introduction to the Hiring Manager Role
- Importance of Hiring Managers

## Module 2: Strategic Role of the Hiring Manager

- Strategic Workforce Planning
- Defining Team Structure, Roles, Responsibilities, and Composition
- DEI Considerations in Team Composition
- Identifying Talent Needs and Writing Job Descriptions
- Compliant Recruitment Practices
- The Recruitment Strategy Meeting
- Hiring Manager's Pre-Work

## Module 3: Sourcing and Employer Branding

- Introduction to Sourcing
- The Sourcing Framework and Channels
- Identifying Talent Magnets
- Building a Personal Brand
- Employer Branding and the Hiring Manager's Role
- The Art of Storytelling
- Managing Referrals

## Module 4: Assessment and Interviewing

- Types of Assessments
- Creating Effective Interview Questions
- Competency-Based Questions
- Legal and Ethical Considerations in Questioning
- STAR Method for Candidate Responses
- Mitigating Bias in Interviews
- Driving to Decisions

## Module 5: Candidate Experience

- Candidate Engagement Done Right
- Pre-Boarding
- Communication Strategies
- Creating a Positive Interview Experience
- Managing Candidate Expectations
- Handling Rejections with Care
- Continuous Improvement in Candidate Experience

## Module 6: Onboarding and Integration

- Preparing for Onboarding
- Welcoming Your New Hire
- Creating 30/60/90 Day Plans
- Setting Clear Job Requirements
- Developing Objectives and Key Results (OKRs) or Goals
- Building Connections and Integration
- Monitoring Progress and Providing Feedback

## Module 7: Conclusion

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