

Recruiting Talent *Online!*



The SWIFT *e*Library is a complete solution for the Multifamily and Property Facility Industry developed in collaboration with leading industry experts.

- Robust Learning Management system with extensive reporting by regional VP, trainer by region, course, learner and/or custom reports.
- Full Access to a library of industry specific courses and corresponding competency tests.
- We customize and brand courses to meet your companies' specific requirements.
- Will integrate with internal systems for single sign-on.
- Supports third party training courses.
- Learner view based on job title with associated curriculum by role or individual.
- Develop up to three new courses per year.

Recruiting and hiring talent can seem to be a daunting task. The purpose of this course is to equip you with the tools you need to attract, select, interview, and hire employees who will be productive members of your workforce.

On completion of this course you will be able to:

- Explain the importance of effective recruitment,
- List some of the causes of high turnover,
- Explain how high turnover can be avoided,
- List the elements that a job description should include,
- Explain the methods of developing a candidate pool,
- List important points regarding recruiting in newspapers and online,
- Describe how to screen applicants,
- Explain what is involved in an effective job interview, and
- Explain how to select the ideal candidate after the interview process is done.

SWIFT assessments are also available for all SWIFT courses ideal for learners that wish to challenge the course for recertification purposes.

