

## Certificate in Online Recruitment and Selection

### Overview

This course is for those for whom on line working is the norm. You will have in depth insight into how to recruit on the web, networking, using the people you know, and how to maximise your time by using the information you already have at your fingertips

### Modules

- 1 E-recruitment
- 2 Recruitment Blueprint
- 3 Employee networks
- 4 Your Alumni as recruiters
- 5 Develop a web-based recruitment Centre
- 6 Posting Jobs
- 7 Digital CV bank
- 8 Drive traffic to your jobs
- 9 A Candidate community
- 10 Advertising job offers.
- 11 Broadcasting to Jobseekers
- 12 Narrowcasting to Targets
- 13 Passive Candidates
- 14 CV's on the web
- 15 Cv's on the deep web
- 16 People linked to companies.

### On course enrolment

1. **Course content pages**, in PowerPoint Slide format, that you can easily print.
2. **Real life examples**
3. High quality info graphics that help you understand content
4. Full Guidance Support
5. **Awarding Organisation endorsement and Certificate**

### Eligibility requirements

1. There **are no previous qualifications or experience required** for enrolment.
2. Available to all learners aged 18 or over, from all academic backgrounds.
3. **Basic understanding of English** language is required to attend this course.
4. You'll need a **smart device (PC/Mac/Tablet) with an internet connection**.

### Course Assessment

This course does not involve any written exams. Learners will be assessed by Multiple Choice Questions (MCQ) and must achieve a minimum of 50% to achieve this qualification.

### Course Duration

The course can be completed in a very short time. The pace for the course is set by the learners themselves the course material is downloadable and course registration will be valid for 12 months. Learners can complete the course with complete peace of mind with no pressure at all; they are welcome to take as long or as little as they need within that timescale.

### Course Mode

This is a self-study course; learners have 100% freedom to complete the course, at their own pace.

### Career path

This course is useful for anyone interested in taking this type of leading role in the decision making for their business, and is applicable to numerous fields. It can also be done as CPD to develop skills in your current job.

**Fees: £150 + VAT**

### Fast Facts

Awarding Body: CPD Qualification, UK

Course Duration: 2-6 Weeks

Method of study: Online

Qualification Level: 1