

CIPHR Recruitment Familiarisation

This one-day course is recommended for new users of CIPHR Recruitment. It will provide users with a comprehensive working knowledge of the product.

Attendance on this training event equates to 5.5 CPD hours.

PRECONDITIONS

No prior knowledge of CIPHR Recruitment is required.

OBJECTIVES

Delegates should complete the course able to:

- Demonstrate knowledge in the use of CIPHR's toolbar icons and keyboard shortcuts. Identify and confidently manoeuvre between the various areas of the product.
- Demonstrate a good knowledge of inserting and saving data within the data entry forms.
- Describe the benefits and uses of classifying groups of applicants.
- Display an ability to launch CIPHR Recruitment's standard reports.
- Demonstrate knowledge and use of CIPHR Recruitment's mail merge functionality

COURSE CONTENT

The CIPHR Recruitment Familiarisation course will cover:

- The use of the CIPHR Recruitment toolbar and the corresponding keyboard shortcuts.
- Manoeuvring between the different areas in CIPHR Recruitment in order to understand the groupings and functions of each data entry area.
- The creation of new data and modification of existing data
- Inputting a new vacancy with such information as job details, posts to be filled, last application date, vacancy costs and requirements.
- Creating job and person specifications for use with the new vacancy and publishing a specific vacancy document for the users of CIPHR Net to view.
- Inputting applicant details using CIPHR Recruitment's integral step-by-step guide.
- Using the tracking log to monitor the progress of an applicant through the recruitment process.
- Creating new mail merge document templates for use at the various recruitment stages.
- Generating mail merge documents at the various recruitment stages and updating the tracking log according to the relevant stage.
- Setting up interviews in order to progress applicants through the recruitment process.
- The use of the subset form in order to classify applicants for specific functions within the product, such as generating interviews and reports.
- The use and groupings of the CIPHR Recruitment standard reports.
- Transferring the successful applicant details to CIPHR.

Please note that the training will be conducted on the latest version of the product. If any differences exist between this and previous versions, these will be highlighted by the trainer.

This outline represents the topics which are usually covered on this event. The actual course work may be adjusted to suit the individual needs of the delegates.

TO REGISTER...

To register for this course or if you would like more information about this and other courses, please contact the training centre.

TRAINING