

CIPHR Recruitment Familiarisation

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

PRECONDITIONS

No prior knowledge of CIPHR Recruitment is required.

GOALS

Delegates should complete the course with:

- A broad knowledge of CIPHR Recruitment
- A good understanding of the CIPHR toolbar
- The ability to manoeuvre around CIPHR Recruitment
- The ability to enter data and produce standard reports
- The ability to produce letters and graphs
- The ability to set up and generate applicant letters

COURSE CONTENT

The CIPHR Recruitment Familiarisation course will cover:

- CIPHR navigation– how to move around the product
- Creation of new data and modification of existing data
- The importance of codes tables and their use in data entry
- Setting up vacancies
- Procedures for registering applicants
- Setting up interviews
- Rejecting applicants
- Employing an applicant
- Skills matching
- Letter production and set up
- Use of the subset screen for group record selection
- Production of standard reports and listings

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.

TO REGISTER...

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



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