

# USING MODERN RECRUITMENT TECHNIQUES TO EMPLOY THE BEST

A workshop for Principals, Heads of School  
Business Managers, HR Professionals



## STATE OF THE ART RECRUITING TECHNIQUES TO APPOINT THE BEST STAFF AVAILABLE

A WORKSHOP  
with SPECIALISTS  
JULIE SATTLER  
and  
LAURA BIRLEY

Perth—Monday, 15th March, 2010  
Melbourne—Friday 19th March, 2010  
Brisbane—Friday 26th March, 2010

Venue: CBD Hotel to be advised on registration

JANUS CONSULTING

**Enterprise in Education  
with a Social Conscience**

## Recruiting the Best

### because the quality of your school can never exceed the quality of your staff

**Advertise / Screen / Interview/  
Assess/Measure/Offer/Contract**

Do you know how to create a

- Needs Analysis ?
- Job profile ?
- Position Description?
- Competency profile?

Do you know how to make the best use of your advertising program

- decide on where/when ?
- newspaper/internet ?

How do you

- screen and short list for interview?
- screen against job requirements?
- assess psychometrically?

Can you improve your

- face to face interviewing style?
- change the type of interview?
- draw out core competencies and behavioural styles?

How do you

- verify qualifications?
- assess PC skills?
- assess Cognitive and Psychometric abilities, including verbal, numerical, abstract reasoning and personality profile?

Maximise your skills in reference checking and short listing for the next stage of interviewing?

**FULL DAY  
INCLUDING  
ALL WORKING  
PAPERS AND  
LUNCH**

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## **THE PROGRAM**

**8.30 Registration**

**8.45 Introduction and Background**  
**Geraldine Wilson**

**9.00—10.15**

### **KEYNOTE WORKSHOP**

**The Why and the How of  
 Psychometric and Cognitive  
 Measurement in Recruiting**

**Presenter Laura Birley**

For decades, industry has used psychological measurement to augment the classic interview and credential check. Why has Education not followed this lead? The case for using these tests to recruit for teaching, a profession characterised by stress, lack of work-life balance, interpersonal challenges and client expectation.

**10.15 MORNING COFFEE**

**10.30—11.45**

### **SECOND WORKSHOP**

**Needs Analysis, Advertising,  
 Screening and Short Listing**

**Presenter Julie Sattler**

One of the biggest mistakes in the recruitment process is not being clear on what you actually need.

- Pitfalls to avoid
- Relevant Position Description
- Competency Profile
- Realistic Time Frame and a Critical Path
- Advertising and Short Listing

**11.45—12.30**

### **PRESENTATION**

**To use or not to use the Agency**

**Presenter Laura Birley**

Why outsource? Are there some positions in the increasingly complex educational enterprise that should be outsourced? Value for money? Accountability? Your contract?

**12.30—1.15 LUNCH**

**1.15—2.45**

### **THIRD WORKSHOP**

**Interviewing,  
 Qualification Verification,  
 PC Skills Assessment**  
**Presenters Julie Sattler  
 and Geraldine Wilson**

What is the best way to find out at interview which candidate is right for the role, right for your organisation?

- Face to face interview
- Understanding needs
- Interview styles
- Verification of Qualifications
- PC skill assessments

**2.45pm AFTERNOON TEA**

**3.00– 3.45**

### **FOURTH WORKSHOP**

**Reference Checking and Short  
 Listing: Offer—Contract**

**Presenter Julie Sattler**

Reference checking is an important area that must be conducted professionally and honestly to not only verify what you have learned from your candidate, but to follow up on any areas of concern you may have.

- Link into core competencies
- Learn more about your candidate
- Police and Working with Children Checks
- Short List for final interview
- Offer
- Feedback to unsuccessful candidates

**3.45– 4.15PM**

**Recruitment's Seven Deadly Sins**  
**Presenter Tony Conabere**

**4.15—4.45PM**

**THE TAKE-AWAY**  
**Tony Conabere**

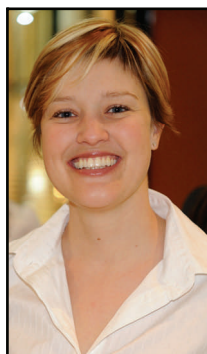
**NETWORK  
 AND LEARN  
 WITH YOUR  
 PEERS**

# PRESENTERS



## **Julie Sattler, OAM, MRCSA (Life)**

Julie was educated in Hobart. After a career as a PA in Hobart, Melbourne and London, she joined Hoban Recruitment as a Consultant specialising in recruitment of a broad range of support staff. After a successful 30 year career and an active participation in the recruitment industry association, the RCSA, serving on both the National Board and the Victorian Council, Julie was awarded Life Membership in 2002. Subsequently, she was appointed to the Professional Practice Council which oversees the ethics of the industry. She chaired the Victorian Professional Development Committee for four years, focusing on both professional development and ethics. A member of AIOP for over twenty years, Julie was honoured with an Order of Australia Medal (OAM) in 2007 for services to the recruitment industry and the community. She is now consulting.



**Laura Birley, BA (Mon), B.Com (Mon), Dip HR (Swin), AIMM, MAHRI, Director People Dynamics**, has a background in organisational behaviour and strategic management. Consulting nationally, to both private and public sector clients, she has a passion for ensuring that organisations achieve results. Using a practical, strategic focus, she works with leaders and heads of departments to establish the best way to recruit, motivate and retain staff. She is Director of People Dynamics, which she helped establish seven years ago in Melbourne. She has addressed numerous conferences, forums and special interest groups. She is currently completing her Masters of Business (HR) at Swinburne University.



**Tony Conabere, BA (Melb.), B.Ed. (Mon), M.Admin. (Mon), F.A.C.E.L., Janus Consulting**, has had a long and outstanding career in education. He is a Head of 28 years standing at Wesley College and The Knox School and is still consulting to independent schools in change and risk management, governance, and financial management. Tony is committed to the importance of education and training. His exceptional leadership was recognized with the award of an Honorary Fellowship of the Australian Council of Educational Leaders in 2003.



**Geraldine Wilson, FAIOP, AIMM, Director of Janus Consulting and former co-director of PD Insider Training**, managed support Staff for the one of the “Big 4”, managing recruitment, induction and performance, prior to commencing Janus Consulting. She is a Past President of the Victorian Division of the Australian Institute of Office Professionals and a Fellow of the Institute. She has been a member of advisory boards at RMIT University and Swinburne University during the development phases of post graduate certificates specifically designed for Office Professionals. Geraldine has co-authored two books, “The Executive Assistant of the Future—An Ethical Guideline” and “Flexing Your Muscles—Benchmarking and Best Practice for Office Professionals”.

