

Scribing Essentials For Recruitment

(Public Service)

This is one of Australia's most flexible and rewarding job. Do you like to manage your own time, working from home, calling the shots on your work hours...it's a lifestyle that most of us can only dream about? But for those with a career in scribing, it is a reality.

Scribing is an essential part of the Australian and State Public Service recruitment process, which is why there is a high demand for quality scribes in Australia.

If scribing sounds like the dream job for you, here's the workshop for you to get you started...

Learning Objectives

- Provide shortlisting services.
- Conduct reference checks.
- Assess work sample tests.
- Act as an independent panel member
- Provide executive minute taking services.
- Act as a facilitator helping to guide panel members and applicants through various recruitment activities (such as Graduate rounds).

Topics Include:

Provide expert advice on public service recruitment and selection policies and procedures.

Recruitment and selection activities

including, shortlisting, developing interview questions and work tests, conducting reference checks, facilitating feedback to applicants.

Prepare high quality reports including selection documentation and reference checks.

Duration: 2 x 3 hr
(Online webinar) + 2 x
day Face to Face

HR Policies, procedures and legislation develop effective knowledge and understanding of relevant of public service recruitment.

HRIS (recruitment systems) Gain an understanding and application of Public Service.

Note taking - Taking detailed and develop reporting including exceptional minute taking.

Pre-Requisite High level of administrative experience, speed typing and attention to detail. Prior experience in HR.

Core Skills Include:

- ❖ Recruitment
- ❖ Talent Management
- ❖ Business Administration
- ❖ Communication

Price: \$785

Ask us about group and/or in house discounts.

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