



## Recruitment and Retention

*Learn the practical steps that your organisation can take to ensure that you get the right person for the right job.*

Recruitment and Retention will guide you through the recruitment process to help develop your own step by step procedure. You will learn about developing job descriptions, short listing candidates, relevant legislation, screening and conducting background checks and appointment action.

### *What does it cover?*

- Know what to include in the job application package
- Learn how to correctly conduct background checks and screening
- Understand your equal employment opportunity obligations
- Know where to access available industrial relation support
- Learn how to prevent claims of negligence
- Be more likely to retain quality staff



**To register please fill in the following and fax or post to:**

**WACOSS, 2 Delhi St,  
WEST PERTH 6005 -  
F: 08 9486 7966  
or email [info@wacoss.org.au](mailto:info@wacoss.org.au)**

## Workshop Details:

**Date: Monday 20th October 2008**

**Time: 9:30am - 4:30pm**

**Venue: TBC - Collie**

**Cost: FREE**

**Trainer: Zoe Warwick**

**Name:** \_\_\_\_\_

**Organisation:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Email:** \_\_\_\_\_



Department of Local Government  
and Regional Development  
Government of Western Australia

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