

## Certified Recruiting Specialist CRN #40228

Fall 2010 Session

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Time: Self-Paced Program  
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**Program Aim:** To understand recruiting best practices and ethics while also gaining specialized knowledge in internet recruiting, sourcing of clients, and selection of candidates.

### **Learning Objectives of the IMS:**

- Learn proactive recruiting strategies that maximize your ability to find top talent and give you an advantage over the competition
- Learn to write compelling job descriptions that sell job opportunities and attract the most qualified candidates
- Identify metrics that can be used to monitor and improve the effectiveness of your recruiting processes
- Learn to utilize multiple channels to maintain a strong pipeline of candidate including career fairs, employee referral programs, search firms, and contingency recruiters
- Master Google and advanced internet search techniques to uncover hard-to-find candidates
- Develop effective interviewing techniques and fact-finding strategies that will predict performance
- Implement effective retention strategies such as mentoring, performance appraisals, and awards that keep employees engaged and committed

### **Program Requirements:**

Completion of the online CRS examination and the creation of a Strategic Recruiting Plan

- **Examination:** The examination is 80 questions along and includes two short essay questions within a timed and secure online testing environment.
- **Strategic Recruiting Plan:** Members of the Certified Recruiting Specialist (CRS) program must complete this strategic project which requires a practical application of the program material to a mid-sized business with limited resources. Full details on this strategic project are available to members.

*Self-Management:* The Certified Recruiting Specialist (CRS) is a self-study certification program. Though we want to see you succeed, your success depends on and directly corresponds to the amount of effort and time you put into learning the material. We have implemented the necessary tools to assist you in studying, such as a study guide with defined and in-depth topics and terms to know, as well as a 40 questions mock/practice exam to help you gauge your grasp of the information in the texts. We have also created videos tutorials that help supplement the reading.

*Time-Management:* Being that the CRS is a self-study program, it is your responsibility to make time to read the required texts and to ask questions as they arise.

*Exam time:* The exam will take place on either June 10th or December 10th depending on whether you have registered for the Spring or Fall Session. You will have two hours to complete your examination through our online testing environment.

**Required Texts:** All of these books are available online and in most bookstores. Amazon.com carries all of the above texts.

1. 101 Strategies for Recruiting Success: Where, When, and How to Find the Right People Every Time by Christopher W. Pritchard
2. Hire With Your Head: Using Performance-Based Hiring to Build Great Teams by Lou Adler
3. Recruiting on the Web: Smart Strategies for Finding the Perfect Candidate by Michael Foster.

**Required Tools:** Internet access and an Internet browser with which to take the online exam. Internet Explorer and Firefox work best, though most browsers should suffice.

**What Will be Covered in the CRS Exam:**

1. Introduction to Strategic Recruiting
2. Sourcing the Best Talent
3. Internet Recruiting Strategies
4. Best Practices in Candidate Selection

**Grading:**

Strategic CRS Plan: (100 pts)

1. Introduction (5%)
2. Strategic Recruiting Best Practices (20%)
3. Sourcing Talent (25%)
4. Use of Internet Recruiting Tactics (20%)
5. Candidate Selection Techniques (25%)
6. Conclusion (5%)

Exam: (100 pts)

- 80 multiple choice/true-false questions (80%)
- 2 short-essay questions worth (20%)

*For more information, study tips, and topics, please see the CRS study guide.*