



**SYLLABUS: CERTIFIED RECRUITING SPECIALIST –  
CRN #40228**

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**Program Director:** Richard Wilson  
**Exam Dates:** 1<sup>st</sup> Wednesday of the new month  
**Email:** [Support@BusinessTraining.com](mailto:Support@BusinessTraining.com)  
**Phone:** 305-503-9050

**Time:** Self-Paced Program  
**Location:** 100% Online  
**Twitter:** @BusTraining

**LEARNING PLATFORM INCLUDES:**

- 27 Video Modules (Download or Stream Online)
- 5 Expert Audio Interviews in Mp3 Format (Download or Stream Online)
- Self-Grading Practice Examination (Excel Format)
- 3 Required Readings

**LEARNING OBJECTIVES/GOALS OF THE CRS PROGRAM:**

- Introduction to Strategic Recruiting
- Sourcing the Best Talent
- Internet Recruiting Strategies
- Best Practices in Candidate Selection

**BENEFITS OF COMPLETING THE CRS:**

- Add the Certified Recruiting Specialist (CRS) to your resume, business cards, client proposals, and consulting firm's website showing clients that you have invested in your own education and use of best practices within your delivery to them.
- Develop effective interviewing techniques and fact-finding strategies that will predict performance
- Identify metrics that can be used to monitor and improve the effectiveness of your recruiting processes
- Implement proactive recruiting strategies that maximize your ability to find top talent and give you an advantage over the competition
- Write compelling job descriptions that sell job opportunities and attract the most qualified candidates

**Program****Requirements:**

*Completion of the online CRS examination:*

- **Examination:** The examination contains 80 multiple-choice questions and two short essay questions. It must be completed in 2 hours, and is provided through a secure online testing environment.

*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:* Your exam will be scheduled on the date you have chosen. If you have not yet scheduled your exam date, please email the BusinessTraining.com team and indicate your exam date. You will have two hours to complete your examination through our online testing platform.

**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.

*For more information and to register for this self-paced recruiting specialist training and certification program, please visit our website at:*

[BusinessTraining.com/recruiting-certification](http://BusinessTraining.com/recruiting-certification)