

Mincom Ellipse Recruitment Management

Course ID: HR-06

Course Length: 1 Day

Modules Included: 3780 - Recruitment

Prerequisites: HR-00 - Mincom Ellipse Personnel Familiarisation

Intended Audience: Those individuals responsible for recruitment management and supervision.

Course Description: The Mincom Ellipse Recruitment Management course provides participants with the training to use the Mincom Ellipse Recruitment Management module for recruitment tasks.

Expected Outcome: Perform recruitment tasks within Mincom Ellipse.

Format: The course is a combination of instructor-led and hands-on exercises to maximize the learning outcomes.

At the end of this course, the participant will be able to:

Create and maintain a position vacancy.

Create employee and non-employee applicant details.

Create applicant details.

Match and appoint applicants.

Registration: To register an expression of interest in course attendance, email education.services@mincom.com