

# Navigating Recruitment e-learning series

Your path to ethical, merit-based recruitment and selection decisions

## On this page

### Navigating Recruitment

### Short e-learning bites

The Navigating Recruitment e-learning series is designed to support anyone involved in making recruitment and selection decisions across the Public Service.

In the Navigating Recruitment e-learning module you'll learn about each step of the recruitment process works in and get practical guidance on how to assess candidates based on merit .

A series of short e-learning modules builds on Navigating Recruitment, covering topics such as 'Choosing the right assessment', and 'How to write a job ad'.

Everyone who participates in recruitment and selection decisions is encouraged to complete the e-learning, whether you're new to recruitment, involved for part of the process or recruit frequently.

## Navigating Recruitment

Navigating Recruitment will help you understand what you need to do to make ethical, merit-based decisions and equip you with skills and knowledge so you can confidently choose the right candidate.

You can complete the whole program or just the sections where you need guidance. The whole program takes approximately 45 minutes to complete, or 5-10 minutes per section. For the best experience, use a desktop computer.

If you complete every module of the e-learning in a single session, you will receive a certificate of completion.



## Navigating Recruitment

This e-learning program supplements the information in the Recruitment and Selection Guide.

[Access the e-learning](#) →

## Short e-learning bites

Check out this series of bite-sized modules that build on the Navigating Recruitment e-learning.

This e-learning series provides quick, practical tips to help make ethical, merit-based decisions and build skills and knowledge to confidently attract and select the right candidate.

### Choosing the right assessment

Learn how to choose fit-for-purpose assessments to help you select the right candidate for your role. Follow the key actions to set you and your candidates up for success.



### How to write a job ad

A great job ad will attract motivated, high-calibre candidates. Follow some easy techniques to write your job ad and get the right candidates to apply for your role.



## How to host the training at your agency

To learn more about hosting the training on your agency's learning management system or to provide your feedback, please [contact us](#).