



Hiring Strategies

SEHG-HR-1301 · Business · approx. 11 min seat time · English · 100% online, self-paced

Accreditation & industry alignments: none verified on record — institutional accreditor mapping pending

COURSE DESCRIPTION

Human Resources course covering hiring strategies. Self-paced lessons with applied exercises.

WHO THIS COURSE IS FOR

Working professionals, team leads, and career-changers who want practical, job-ready Business skills — no prior coursework required. Teams and organizations can enroll groups for consistent, measurable upskilling.

WHAT'S INCLUDED

- 1 clock hour(s) of self-paced online learning
- 12 course modules
- 11 instructional videos — 11 minutes of total video runtime
- This syllabus (PDF), downloadable for reference
- Official SEHG Certificate of Completion upon finishing the course
- Language editions: English · Español

Delivered 100% online and self-paced in the SEHG learning platform. This section lists the materials currently delivered for this course.

MODULE MAP

- **Module 1 — Introduction**
 - Course Objectives
- **Module 2 — Defining and Knowing the Position**
 - Know the Position
 - Needs Analysis
 - Job Analysis
 - Task Analysis
- **Module 3 — Hiring Strategy**
 - Company Information
 - Salary Range
 - Top Performers
 - Be Prepared
- **Module 4 — Lure in Great Candidates**
 - Advertise Where Candidates Visit
 - Develop Corporate Citizenship
 - Treat Your Candidates Well
 - Look at the Competition
- **Module 5 — Filtering Applicants to Interview**
 - Put Lots of Weight on Cover Letters
 - Grading Resumes

- Internet Search
- Initial Phone Interview
- **Module 6 — The Interview (I)**
 - Introduce Everyone
 - Use a Panel
 - Match the Interview to the Job
 - Types of Questions
- **Module 7 — The Interview (II)**
 - Tell Me About My Company
 - Distractions
 - Interview More Than Once
 - Wrap Up
- **Module 8 — Selection Process (I)**
 - Testing
 - Look for Passion and Enthusiasm
 - Background Checks
 - Trust Your Instincts
- **Module 9 — Selection Process (II)**
 - Education Level vs. Experience
 - Have a Consensus
 - Keep Non-Hires on File
 - Checking References
- **Module 10 — Making an Offer**
 - Do it Quickly
 - Employment Details
 - Notify Rejected Candidates
 - Be Creative
- **Module 11 — Onboarding**
 - Training and Orientation
 - Mentoring
 - 30-60-90 Day Reviews
 - Make Them Feel Welcome
- **Module 12 — Assessment**

COMPLETION & CERTIFICATION

Completion-based: a certificate of completion is issued after all course videos have been viewed.
The certificate of completion is non-credit. This course does not currently carry academic credit or CEUs.

OFFICIAL SEHG CERTIFICATE

Graduates receive the official Synergy University Education Certificate of Completion — issued by the Office of the Registrar with a unique credential ID, shareable to LinkedIn and verifiable online.

Every certificate carries a unique credential ID — verify at:

SynergyEducation.AI/verify

SUPPORT, ACCESS & POLICIES

- Support: CEO@SynergyEducation.AI
- Accessibility: ADA/WCAG 2.1 AA-first delivery; accommodations available on request.
- Academic integrity and refund policies: per SEHG student handbook.

Enroll Today

Tuition per learner (Essentials tier) — enroll online with the course code below.

\$49 · SEHG-HR-1301 · SynergyEducation.AI

Also available: instructor-led workshop kits for teams — in-person training agendas, playbooks, and facilitator materials built on this course. Contact CEO@SynergyEducation.AI.