



## SYLLABUS: CERTIFIED RECRUITING SPECIALIST (CRS) - CRN 40228

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**Time:** Self-Paced Program  
**Exam Dates:** 1/10, 4/10, 7/10, 10/10

**Email:** [CRS@BusinessTraining.com](mailto:CRS@BusinessTraining.com)  
**Location:** 100% Online

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

- 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:

**Self-Management:** The Certified Recruiting Specialist (CRS) is a self-study certification program. We greatly want to see you succeed, but your success depends on and directly corresponds to the amount of effort and time you put into learning the material.

**Strategic Project completion:** The strategic project for the CRS course is laid out in the study guide. This project is worth 50% of the CRS grade and must be received completed before you can schedule your examination date.

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

**Examination:** Examinations are offered annually on January 10<sup>th</sup>, April 10<sup>th</sup>, July 10<sup>th</sup>, and October 10<sup>th</sup>. After registering for the CRS, you can schedule your examination date by submitting your completed strategic project (aforementioned) and your preferred exam date.

**Please note that your exam date request must be received at least 3 weeks before the exam date.** For example, if you would like to sit for the January 10<sup>th</sup> exam, we need to receive your request and completed project no later than December 20<sup>th</sup>. You can send your completed project and date request to the email address above.

**PREREQUISITES:** We require one year of work experience before candidates are accepted into the CRS program.

**REQUIRED TEXTS:**

1. *101 Strategies for Recruiting Success: Where, When, and How to Find the Right People Every Time* by Christopher W. Pritchard. 2006. **ISBN-13:** 978-0814474075
2. *Hire With Your Head: Using Performance-Based Hiring to Build Great Teams* by Lou Adler. 2007. **ISBN-13:** 978-0470128350
3. *Recruiting on the Web: Smart Strategies for Finding the Perfect Candidate* by Michael Foster. 2002. **ISBN-13:** 978-0071384858

**REQUIRED TOOLS:** Internet access and an Internet browser with which to take the online exam and to view the program videos. Internet Explorer and Firefox work best, though most browsers should suffice.

**CRS GRADE BREAKDOWN:**

*Strategic Project:* (100 pts) – Instructions provided in the CRS Study Guide.

*Exam:* (100 pts)

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

**TOPICS 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

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

<http://businesstraining.com/Recruiting-Certification.html>