



# BMRS OFFICE HOURS

Recruitment & Selection Training Feedback

June 25, 2025

# Agenda

## Content:

- **New Supervisor Training**
  - **Background**
  - **New Supervisor Training at Agencies/Regions**
  - **Learning Objectives/Outcomes**
  - **Instructor Led Training**
- **Future Training Courses for Recruiters**

## Format:

- **BMRS facilitated discussion with short surveys**

# Enterprise New Supervisor Training Background

## Current Training Structure

- Training offered to new supervisors within the enterprise on a quarterly basis (February, June, August and October)
- Delivered over 5 days (each day is focused on a different topic)
- BMRS conducts training on Recruitment & Selection: 3-hour presentation (includes high level overview of recruitment and selection phases)

## New Structure - Begins in 2026

- BMRS will be developing an eLearning course for new supervisors that will provide a conceptual overview of the recruitment and selection phases
- BMRS will also be developing and offering an Instructor Led Training (ILT) for new supervisors that will focus on the practical application of recruitment and selection concepts discussed in the eLearning (will include activities/exercises)

# Survey

- Do new supervisors at your agency attend the DOA Enterprise New Supervisor Training?
- Do you currently offer any type of formal training on recruitment & selection to new supervisors within your agency/region? If yes, what type of training do you offer (what specific topics do you cover)?



## Discussion

**What are the most important concepts related to recruitment & selection that you would like new supervisors to know about and understand? What would be most important for BMRS to teach new supervisors from an enterprise-wide perspective?**





# Learning Objectives/Outcomes

## eLearning

After completing the eLearning, participants will be able to:

- Define the merit process and explain why it is used in civil service
- Explain the goal for filling a vacancy within a specific time period, its purpose and reasons why it's not always feasible to reach this goal
- Summarize the steps that are involved in the recruitment process from determining the recruitment strategy until a certification list of qualified candidates is received
- Summarize the steps that are involved in the selection process from scheduling interviews with candidates until an offer to the selected candidate is made

## ILT

During the ILT session, participants will be able to:

- Write/update interview questions and benchmarks in accordance with the STAR method for behavioral interviewing
- Conduct mock interviews including ask follow up questions of candidates to obtain as much information as possible about their qualifications and experience
- Evaluate candidate responses to interview questions

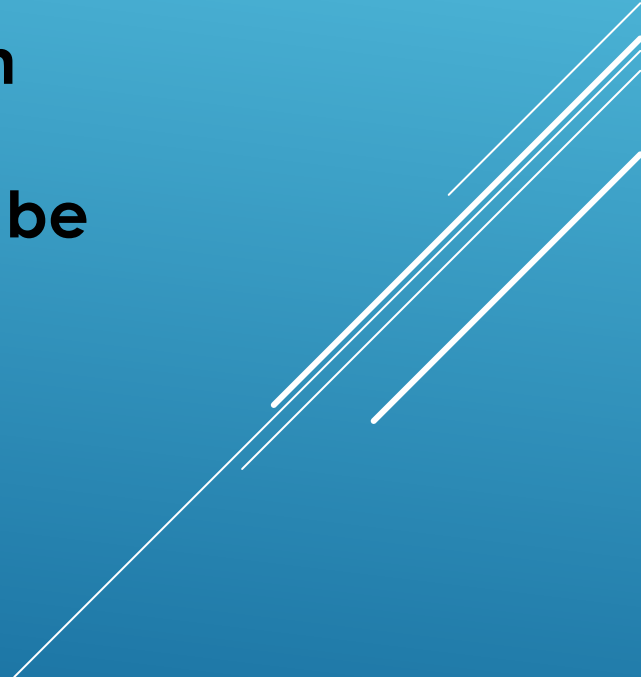


# Survey

**Please provide  
feedback on the  
learning objectives we  
have developed for the  
eLearning and ILT**



# Enterprise New Supervisor Instructor Led Training

- Beginning in 2026, the ILT training will be offered to new supervisors 10-11 times per year
  - Each session will be approximately 2 hours long
  - Sessions will primarily consist of activities/exercises in which supervisors will work in groups
  - All training content including activities/exercises will be developed by BMRS
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# Training Co-Facilitation

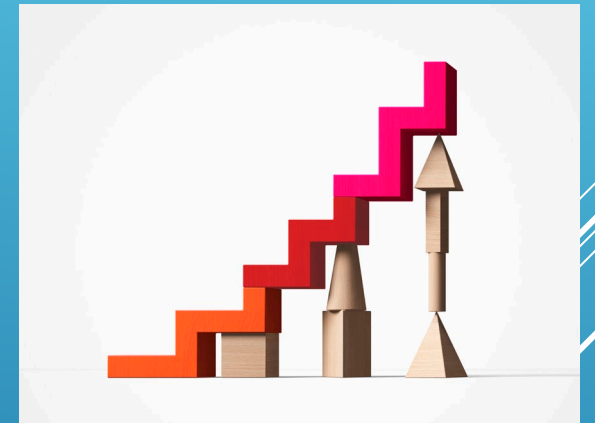
- **BMRS is exploring the possibility of including field HR staff as co-facilitators of Enterprise New Supervisor and Recruiter Training if there is interest**
- **We are considering this for the following reasons:**
  - **Strengthen collaborative relationships with HR staff**
  - **Ensure consistency**
  - **Opportunity to learn from one another**



# Benefits of Co-Facilitation for HR Staff

This would be a great opportunity to develop additional skills and explore potential interest in any of the following:

- Gaining experience in facilitation at an enterprise level
- Enhancing knowledge of the subject material
- Gaining experience in presenting information to diverse audiences
- Learning more about recruitment and selection issues that supervisors may encounter at different agencies






## Poll

**BMRS would like to obtain feedback on interest in co-facilitating training sessions for New Supervisors and Recruiters. Would you be interested?**



# **Future Training Courses for Recruiters**

**BMRS is planning to develop Instructor Led training for Recruiters on the following topics:**

- Job Openings and Postings in TAM**
  - Certifications and Applicant Management in TAM**
  - Manage Hires in TAM**
  - DaySmart Integration Scheduling**
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# Survey

**Please rank the training topics in order of importance from 1 - 4 (1 being the most important for Recruiter to know about/understand and 4 being the least important).**



**If you have any additional thoughts, ideas, suggestions,  
etc. related to training that you would like to share,  
please email us at:  
[DOADPMBMRS@wisconsin.gov](mailto:DOADPMBMRS@wisconsin.gov)**