MODULE / 02 · PROGRAMME

Employment system, onboarding and probation

From staffing needs to integration and probation review

Workforce needs, candidate profiles and sourcing channels; ATS; STAR/BEI interviews and candidate assessment; 30–60–90-day onboarding and documented probation reviews.

What you will be able to do

- Structure the process from a staffing request to the decision at the end of probation.
- Use criteria, interviews and evaluation forms to support a reasoned selection decision.
- Plan onboarding and probation follow-up with clear objectives, feedback and responsibilities.

Who this module is for

HR professionals, department heads and business administrators involved in staffing requests, selection, onboarding and the evaluation of new employees.

How we will work

Case-based work and templates adapted to organizational needs. Recruitment workflow, STAR question bank, assessment form, onboarding plan and probation review form. AI, Brevo and Notion use cases for organizing the process.

Module lead: Kristi Azuni

MODULE / 02 · CURRICULUM

Employment system, onboarding and probation

01 Topics and practical work

Workforce needs, candidate profiles and sourcing channels; ATS; STAR/BEI interviews and candidate assessment; 30–60–90-day onboarding and documented probation reviews.

02 Tools and practical outputs

Recruitment workflow, STAR question bank, assessment form, onboarding plan and probation review form. AI, Brevo and Notion use cases for organizing the process.

MODULE / 02 · TOOLS AND PARTICIPATION

Employment system, onboarding and probation

Module practical toolkit

Recruitment workflow, STAR question bank, assessment form, onboarding plan and probation review form. AI, Brevo and Notion use cases for organizing the process.

Investment and registration

Standard	8,900 ALL
Team Pass · 2 people	15,500 ALL
1:1 Executive Session	17,900 ALL
Full People Systems Lab · 6 modules	39,900 ALL

Team Pass: two participants from the same company; total price for both. 1:1 session: individual implementation guidance, by appointment. Full Lab: six modules for one participant.

Online. Around one month for the full programme, with 1–2 modules per week. Dates and times are confirmed with participants.

An application does not process a payment or confirm a place. Registration is confirmed after participation and payment have been confirmed according to ED Consulting instructions.