

Duration

1 day

Suitable For

Line Managers and HR staff who have responsibility for, or an involvement in Recruitment and Selection.

Objectives

By the end of the course delegates will be able to:

- Understand the principles of successful Recruitment & Selection
- Understand the key parts of the process
- Be aware of legal responsibilities
- Demonstrate the skills of successful selection interviewing

Course content

Principles of effective Recruitment and Selection

- Key benefits
- Identifying the stages of the process

Legal Framework

- Direct & indirect Discrimination
- Genuine occupational requirement
- Case Studies

Preparation for selection

- Job description
- Person Specification
- Competencies
- Attracting applicants
- Short listing

Selection techniques

- Preparation for interview
- Conducting the interview
- Roles & responsibilities
- Formulating the questions
- Measurement criteria
- Note taking
- Use of assessment exercises

Planning how and when to apply new tools/skills

- Practical exercises
- Action planning

Course Evaluation and Next Steps