

## Recruitment and Selection

**Course duration: 2 Days REF: RS2**










### **Who is it for?**

Anyone who is involved in the recruitment process

### **Overview**

This highly interactive course aims to provide staff members with the confidence and re-assurance that they are recruiting the best matched person for each role. We will provide a step-by-step guide to the recruitment and selection process with an opportunity to conduct interviews as a panel on day two and review the outcomes. We concentrate on techniques to help structure an interview, ask the critical questions and present the organisation professionally.

### **Objectives**

-  Confidently recruit the right person for a role
-  Understand the importance of getting it right
-  Use the job description to recognise your ideal candidate
-  Plan and Prepare effectively for an interview
-  Think from the organisation's perspective and project the vacancy positively
-  Understand How to maintain a fair and consistent approach to process
-  Maintain focus on the interview's primary objectives
-  Make effective decisions about each candidate
-  Formulate their own personal development action plan

## **Course overview**

### ***Effective preparation***

- ✔ The cost of recruitment
- ✔ Fully understanding the role to recruit the right person
- ✔ Identifying your role and responsibilities
- ✔ Making sure the process is: fair, objective and transparent
- ✔ Using job descriptions and person specifications/role profiles
- ✔ Preparing core questions
- ✔ The importance of employment legislation – The Equality Act 2010

### ***Attracting the right person and short listing***

- ✔ Attracting people to the position and defining an accurate description of the role
- ✔ Short listing candidates

### ***The Interview***

- ✔ Creating an open environment enabling the candidates to relax
- ✔ Effective communication. Keeping the interview on track using listening skills, questioning skills and positive body language
- ✔ How to take notes and record interview information for future use
- ✔ Reviewing candidate qualities, attributes and skills against set criteria
- ✔ Evaluating performance, strengths and weaknesses to select the right candidate
- ✔ Prepare an action plan for your personal development.

### ***London Borough of Tower Hamlets***

“An excellent and very informative course, I now feel much more confident in Recruiting in a structured way. Highly recommended”

All of our courses can be tailored to meet you organisations objectives:

**0845 387 0269**