

RECRUITMENT AND SELECTION

LOCATION	DURATION	No. of DELEGATES	COST per person
On-site	2 days	4 -16	£500.00

This course will give the ability to run a comprehensive recruitment and selection process from vacancy to hiring

OUTLINE

If managers at all levels in companies had better skills in selecting and recruiting appropriate people to work for them their organisations would be more successful. Managers who are skilled and confident in their ability to get recruitment and selection right more of the time than they get it wrong understand that this is where motivation starts.

The ability to interview candidates for a job helps with many of the other situations where it is necessary to manage, question and listen to others. It is very good practice for focus, paying attention, asking detailed questions, listening and exercising judgement.

If you are responsible for recruiting you should have a clear understanding of your company's recruitment and selection process, be able to take part in this as and when necessary and be able to train others in how to operate it.

AIM

To be able to run an effective recruitment and selection process.

OBJECTIVES

To understand what your company's recruitment and selection process involves and how it works.

To be able to talk to a candidate's experience and understand the importance of this.

To be aware of the different types of question required and how to frame these.

To be able to probe for an adequate answer.

To understand the importance of intuition in the recruitment and selection process.

To be able to close the interview and keep any agreements made.

OUTCOMES

A clear understanding of your company's recruitment and selection process.

Able to set up and run/help with recruitment and selection sessions.

The skill of questioning candidates in such a way that they answer your questions from their practical experience.

Trust in your questioning, analysis, judgement and linking it with intuition to make the right decision.

Keeping the agreements you make at the end of each interview by agreed deadlines and understand why this is important for individual and company credibility.