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Recruiting the right people is essential to the successful development of teams and the organisation. However, the process is costly both in terms of time and resources and it is therefore critical that the right candidate is appointed first time.

This practical two day Recruitment & Selection course will provide individuals with guidance in the skills and techniques essential to conducting successful selection interviews.

Course Objectives

Having completed this Recruitment & Selection course participants will be able to:

- develop job specifications and person specifications to fit current recruitment needs of the business
- examine selection methods and their effectiveness in helping identify the best interview candidates
- develop communications and techniques in order to get the best out of recruitment interviews

Introduction

- Types of interview
- Basic requirements
- Communication

Preparing for the interview

- Factors that could affect the interview
- Gathering information
- Planning & setup
- Objective and question setting

Interview Conduct

- Controlling the interview
- Questioning techniques
- Active listening
- Non-verbal communication

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Analysing the vacancy

- Job Specification
- Candidate profile
- Selecting the candidate
- Selection methods

Recruitment interview

- Creating the right environment
- Organisation representation
- Employment legislation
- Analysing the interviewee

Induction plans

- Developing plans
- Short and long term objectives

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