

Recruitment and Selection - Two Days

This workshop is designed as a complete guide to Recruitment and Selection Skills. Over two days delegates prepare Job Descriptions, Person Specifications, prepare questions and conduct two mock interviews with feedback from peers and the trainer.

The workshop develops both skill and confidence in interview and selection skills, allowing development of interview skills and techniques in a safe environment.

CONTENT

The Job Description and the Person Specification

Basic best practise in writing and updating Job Descriptions and Person Specifications with a focus on specific language and employment law issues.

The Structure of the Interview

A systematic and objective approach

Welcome, acquiring evidence, supplying information about the job and company.

Closing the interview professionally.

Questioning Skills and Note Taking

The Question Cycle.

Tips on note taking

Question Bank development

Listening Skills

Weighing up the evidence

Using a rating scale effectively

Classifying and evaluating the interview.

Comparing candidates against the Person Specification

Making a fair and objective decision

Have a go and Peer Feedback

During the course delegates will conduct 2 mock interviews and gain peer and trainer feedback.

Action Plan

What am I going to do differently when I next interview?

