Recruitment & Selection

This practical 1-day course provides an overview of the recruitment, selection and resourcing process, including preparation for, and practical experience of, conducting interviews.

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| **Who should attend?**  This course fits anyone in a support role, or looking to become involved in recruitment, selection and resourcing. No prior knowledge of resourcing or recruitment is required.  **Course Benefits**    By the end of the Recruitment & Selection course you will be able to use essential tools for different recruitment and selections methods; understand the legal context of recruitment & selection and understand how best to construct job descriptions and person specifications.  **Programme Content**  **Introduction to the recruitment process & legal considerations**   * Stages in recruitment process * Review legislation which aims to ensure equal treatment of all candidates   **Defining the need (job & person specification)**   * Is there a need? * Job Analysis * Person Specification   **Attracting candidates**   * Alternative sources of candidate * A good advertisement | **Screening applications and selection techniques**   * Objectivity * Value of tests and assessment centres   **Interviewing - preparation**   * Need for preparation * Types of interview * Principles of behavioural interviewing   **Interviewing – first impressions**   * The ‘horns’ and ‘halo’ effect   **Interviewing – asking the right questions**   * Types of question * Interview funnel   **Interviewing – active listening**   * Barriers to listening   **Making the right appointment**   * Objectivity * Who makes the offer * Values of reference   **One-to-one interview practice** | **Contact information**  **Jeanette Lonsdale**  **HR Consultant**  **First Call HR**  **Tel: +44 (0)7917 333999**  **Tel: +44 (0)1295 720988**  **Email: jeanette@firstcallhr.com** |