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** |