

Recruitment & Selection

Everyone understands the high costs involved in making the wrong recruitment decision, and while this can never be avoided all of the time, there is much that *can* be done to increase the likelihood of making a great hiring choice.

This two-day course will equip managers with the tools and techniques to make confident and quantifiable recruitment decisions.

What will you learn?

- ⇒ Understand the importance of making the 'right' recruitment decision for you, the candidate and the organisation.
- ⇒ Recognise how current legislation affects the recruitment process.
- ⇒ How to structure an interview that is most appropriate to the role being recruited for.
- ⇒ Develop the skills required to be a confident and competent interviewer.
- ⇒ Build a competency-based interview.
- ⇒ Demonstrate your ability to conduct a great interview.
- ⇒ Making the recruitment offer and keeping the candidate 'warm' until they join the organisation.
- ⇒ Create a positive plan of action to embed learning.

What will you cover?

- | | |
|---|--|
| ⇒ The cost of bad recruitment | ⇒ Getting the best out of your candidate |
| ⇒ The myriad of benefits for getting it 'right' | ⇒ Positive questioning |
| ⇒ Developing the job and person specifications | ⇒ Active listening |
| ⇒ Choosing the selection method(s) | ⇒ Structuring a competency-based interview |
| ⇒ Shortlisting your candidates | ⇒ Making the recruitment decision |
| ⇒ Unconscious bias | ⇒ Making the recruitment offer |
| ⇒ Preparing for the interview | ⇒ Keeping the candidate 'warm' |
| | ⇒ Welcoming the candidate to the role |

Who is it for?

Managers who are responsible for recruiting and who are involved at the outset; from creation of the job and person specification to building the selection approach and making the recruitment decision.

How long will it take?

Two days