

Successful Recruitment and Selection

Course Objectives

By the end of the course participants will be able to:

- ◆ state the ten key steps in the recruitment process
- ◆ state the key legal points that impact upon the recruitment process
- ◆ design person specifications and job descriptions
- ◆ use a person specification to shortlist and structure an interview
- ◆ write effective job advertisements and explore a range of labour sources
- ◆ use different interview questioning techniques
- ◆ work effectively in an interview panel
- ◆ use their interpersonal communication to help the interview process
- ◆ assess and score candidates as objectively as possible
- ◆ make fair and lawful selection decisions
- ◆ keep relevant information on file should a decision be challenged.

Course Programme

Day 1 - recruitment

09.00 Welcome and coffee

09.15 Introductions and objectives

The importance of recruiting and selecting well
The recruitment and selection process - an overview

Legal and Policy background
Early decisions in the recruitment process

Designing job descriptions and person specifications
Exercises

Lunch

Writing job advertisements
Deciding upon labour sources

Recruitment packs and application handling
Carrying out shortlisting

0430 Review of day 1

Course Programme

Day 2 - selection

The objectives of selection interviewing
Structure of the interview

Questioning technique
Interview pitfalls and how to overcome them

Interpersonal skills and body language
Working as an interview panel

Lunch

Interview preparation
Interview practice, observation and feedback

Assessing candidates and making decisions

Notes and record keeping
Making the Appointment decision

1630 Course Review and action points
Evaluation and close