

Recruitment & Selection Training

This practical two day Recruitment & Selection training course will provide individuals with guidance in the skills and techniques essential to conducting successful selection interviews.

Objective

Having completed this Recruitment & Selection course participants will be able to:

- develop job specifications and person specifications to fit current recruitment needs of the business
- examine selection methods and their effectiveness in helping identify the best interview candidates
- develop communications and techniques in order to get the best out of recruitment interviews

Details

Duration: 1 Day

Who is this course for

This course is geared towards managers and directors new to recruiting who need guidance in interviewing styles and techniques.

Course Content

Introduction

- Types of interview
- Basic requirements
- Communication

Preparing for the interview

- Factors that could affect the interview
- Gathering information
- Planning & setup
- Objective and question setting

Interview Conduct

- Controlling the interview
- Questioning techniques
- Active listening
- Non-verbal communication
- Creating rapport

Analysing the vacancy

- Job Specification
- Candidate profile
- Selecting the candidate
- Selection methods

Recruitment interview

- Creating the right environment
- Organisation representation
- Employment legislation
- Analysing the interviewee

Induction plans

- Developing plans
- Short and long term objectives