

This interactive two day workshop is designed for anyone with responsibility for recruiting and selecting employees internally or externally for their organisation. It gives delegates clear guidance on relevant employment law and equal opportunities, whilst offering them practical advice on every stage of the recruitment and selection process.

In an increasingly competitive labour market, where talent is vital to the success of organisations, recruitment and selection processes are crucial. This course will equip delegates with skills to help them prepare for, design and carry out a professional recruitment process, making objective and balanced recruitment decisions and ensuring they can attract and enthuse the right people into the right roles

Course Outline

Legislation

- Discrimination and Equality laws
- Contract of Employment
- Working time Directive
- Data Protection

The Recruitment Process/Defining the Requirements

- The generic overview
- Defining the requirement
- Job assessment
- Job descriptions/person specifications
- Job profiling

Advertising the job

- Use of recruitment agencies and specialists
- Designing the advertisement
- Placing the advertisement

Responding to Applications and Short-listing

- Acknowledging applications and sending holding letters
- Reading and matching CVs/letters/application forms to the job specification
- Planning the interview schedule
- Preparing and sending interviewee packs
- Preparing and sending rejection letters

Assessments

- Use of Assessment Centres
- Preparing for interview
- Organising logistics
- Preparing generic/first and second generation questions
- Use of tests and psychometrics
- Use of single or panel interviews

The Interview

- Greeting the candidate
- Adminstrating tests and psychometrics
- Questioning techniques
- Active listening
- Body Language - theirs and yours
- Assessing the candidate
- Closing the Interview

The Selection Decision

- Objective selection making
- Taking up references
- Making the job offer
- Sending rejection letters
- Providing feedback

Case Studies and Role-Plays

Role-playing recruitment and assessment situations.

