



Selection & Recruitment Interviewing



Overview

This one day course focuses on equipping delegates with the knowledge to better understand the correct way to employ the right calibre employee. It provides the opportunity to conduct actual interviews in order to practice the key skills required to conduct an effective recruitment interview.

Target Group

This course is designed & aimed specifically at management teams who already have responsibility for the recruitment & selection of staff within the company. Maybe your interview skills require a major overhaul or you simply wish to improve upon your existing skills.

Objectives

By the end of this course, delegates will be able to;

- ✗ Understand relevant employment law
- ✗ Identify the benefits and limitations of selection interviews
- ✗ Demonstrate the key skills and techniques required for effective selection interviewing
- ✗ Make sound recruitment decisions

Course Content

Below is an overview of the topics that are covered. (Please note that if this course is delivered on an in-house basis, the content can be tailored to meet your specific requirements and address any issues you may have.)

- ✗ Legal implications & requirements
- ✗ The recruitment process
- ✗ Benefits and limitations of selection
- ✗ Objectives of the selection process
- ✗ **Selection criteria**
 - Job descriptions & specifications
 - Personal specifications
 - Attracting the right applicants
 - Short listing applicants
- ✗ **Preparation**
 - Using the application form, job spec & CV
 - Questioning strategy
 - Structuring the interview
- ✗ **Interviewing Techniques**
 - Setting the right atmosphere
 - Questioning & listening skills
 - Body language
 - Timing the interview
 - Controlling the interview
- ✗ Tips & techniques
- ✗ Making your decision
- ✗ Practice

Outcomes

Each delegate will receive individual developmental feedback and will be asked to complete a personal action plan to identify key changes to implement and skills to practice