

Confident Recruitment and Selection Interviewing Skills

2 Days SSI

OVERVIEW

Having the cost of recruiting a new employee staff churn at an all time high, it's never been more important to attract and select the right candidate. This highly practical course provides a step-by-step approach to the recruitment and selection process, with tips and techniques to help participants to structure interviews, ask the critical questions and present their company in the best possible light. The ultimate aim of the course is to give them the confidence and re-assurance that they have recruited the person who is the best match for the role.

DESIGNED FOR

This is an essential introductory course for anyone involved in and new to the recruitment and selection process or those with experience wanting to brush up their skills.

LEARNING OUTCOMES

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

- Confidently recruit the right person for their vacancy.
- Understand the importance of getting it right.
- Use the most effective recruitment options.
- Spec out the job description to make sure they know what their ideal candidate looks like.
- Know the steps to plan and prepare for an interview.
- Think from an organisational perspective and project their company in the best possible light.
- Maintain their focus on the interview's primary objectives.
- Make effective decisions about each candidate.

TOPICS COVERED

The Importance of Getting it Right

- The cost of recruitment
- Minimising the risk of churn
- The legal risk

Attracting the Right Person

- Defining the recruitment and selection process
- Methods of recruitment - head-hunters, recruitment agencies, the media and internal applications
- Identifying your role and responsibilities

Preparing for Interviews

- Using job descriptions and person specifications
- Interview objectives and structuring an interview plan for each candidate
- Preparing the interview room
- Selecting an appropriate interview time and venue
- Style of interview - one-to-one, board, panel, who should attend etc.
- The importance of employment legislation in successful interviewing

Conducting the Interview

- Creating an open environment so that the candidate is encouraged to open up and relax
- Overcoming barriers to communication. Using positive body language
- Keeping the interview on track and using effective listening and questioning skills
- How to take notes - recording information for future use

After the Interview

- Reviewing candidate qualities, attributes and skills against set criteria
- Selecting the right candidate - evaluating performance, strengths and weaknesses

Personal Development

- Formulating an action plan

EXTRA NOTES

*Further Development:
Conducting Successful Appraisals & Reviews (APC1)*

An equivalent course is available in Arabic, French, German, Spanish, and Portuguese. Please call us for details.