

# Effective Recruitment & Selection

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## Duration

1 days

## Suitable For

All employees responsible for facilitating business meetings/groups both formal and informal. This course aims to take the mystery out of the art of effective facilitating and build confidence in all facilitators.

## Objectives

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

- Understand the principles of successful Recruitment & Selection
- Understand the key parts of the process
- Be aware of legal responsibilities
- Demonstrate the skills of successful selection interviewing

## Course content

### Principles of effective R & S

- Key benefits
- Identifying the stages of the process

### Legal Framework

- Discrimination
- Direct & indirect
- Genuine occupational requirement
- Case Studies

### Preparation for selection

- Job description
- Person Specification
- Competencies
- Attracting applicants
- Short listing

### Selection techniques

- Preparation for interview
- Conducting the interview
- Roles & responsibilities
- Formulating the questions
- Measurement criteria
- Note taking
- Use of tests

### Planning how and when to apply new tools/skills

- Practical exercise
- Action planning

### Course Evaluation and Next Steps