

## Duration

1 day

## Suitable For

Line Managers and HR staff who have responsibility for, or an involvement in Recruitment and Selection.

## 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 Recruitment and Selection

- Key benefits
- Identifying the stages of the process

Legal Framework

- Direct & indirect Discrimination
- 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 testing

Planning how and when to apply new tools/skills

- Practical exercises
- Action planning

Course Evaluation and Next Steps