



## **Recruitment Interviewing and Selection Skills - A one day workshop for managers involved in recruitment**

This is a one-day workshop, which demonstrates effective ways to plan and prepare for the selection process, select new staff and improve interviewing skills while complying with UK employment legislation. It concentrates on a practical approach to establishing a rapport, gathering the right information and making a decision using a competency based approach.

The course is aimed at managers at any level who are required to carry out selection interviews.

### **Format**

The course is highly participative, using small team discussion, case studies and practical exercises. This approach helps to ensure a pooling of ideas, knowledge and experience in applying the skills back at work. There will be opportunities for extensive question and answer sessions.

### Course Programme

#### **Introduction and course objectives**

#### **Legal aspects of recruitment**

- Overview of equal opportunity legislation
- Other relevant legislation

#### **Planning and preparation**

- The stages of the selection process
- Assessing the vacancy
- Preparing job descriptions and person specifications
- Preparing competency based questions
- Practical preparations prior to interview
- Using application forms and curriculum vitae's

#### **Interviewing techniques**

- Structure of the interview
- Controlling the interview
- Opening the interview
- Questioning techniques
- Competency probing techniques
- Listening skills
- Closing the interview

**Note taking**

Evaluating the information and making decisions

**Skills practice**

Delegates conduct an interview with competency probing against a selected person specification. Individual tutor feedback is provided. ng absence

**Conclusion**

Course review/discussion

Close