

in Company Training services

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