

Recruitment and Interviewing Skills – One Day (£295.00 + VAT)

So much depends upon good recruitment approaches.

Opportunities can be lost when recruiting new people:

- Lost because reviewing a job's 'person specification and job specification' is sometimes overlooked, so any shortfalls from the past are carried forward and can manifest themselves again in a future recruit
- Lost because the right questions are not asked and followed through
- Lost because the interview isn't structured and conducted to get the best out of the candidate.

Recruitment can be a costly exercise, not just in terms of the process, but the cost of a vacant position, the recruit 'getting their feet under the table', 'getting up to speed', and heaven forbid, if they don't 'walk the talk'!

This participative course will enable those involved in recruitment to prepare, conduct and follow-up on the recruitment process, providing a level of confidence in both the process and facing the interview, which many interviewers are often nervous in doing and demonstrating. Delegates are given the opportunity to write interview questions and apply them in an interview situation.

What do delegates get out of it?

- Understand what can go wrong when recruiting and interviewing?
- Using job descriptions and person specifications
- Understanding the use of competencies
- Interview objectives and structuring an interview
- Preparing to interview – location, style of interview, legislation and discrimination
- Behaviour based interviewing
- Questioning technique – STAR
- Questioning and listening skills and techniques
- The use of body language
- Shortlisting the candidates – their qualities, competencies, attributes, skills
- Making the 'offer'.

What's been said by those attending it:

'Course tailored to the needs of the group, so was relevant and useful. A beneficial use of my time'.

'Responded well to questions and was very knowledgeable and experienced'.

'Trainer was excellent. Good examples and a sense of humour'.

'Has a good way of provoking thought'.

PLANNED OPEN COURSES		
<small>Joining instructions issued two weeks prior to course</small>		
Thursday	07/07/16	Coventry
Tuesday	22/11/16	Bristol
<small>Need a different date or location – email or call</small>		