

accounting & finance portfolio

Recruitment and Selection

This course focuses on the recruitment process from the need to recruit arising right through to making the job offer.

It is equally well suited to the recruitment of accounting and finance professionals and non-technical staff.

It provides practical advice on writing a good job profile, finding and short listing the right candidates, preparing properly for interview and making the right selection as well as conducting the interview itself.

Recruitment and Selection enables the learner to:

- Understand and follow the recruitment and selection process
- Profile a job by defining accountabilities, standards and competencies
- Write and place an advert which attracts the right candidates
- Understand issues of equality and discrimination and their implications
- Prepare effectively for the interview
- Use effective body language and questioning to get the best out of candidates at interview
- Make an informed selection based on appropriate criteria quality



Learning outcomes

Profiling the job

- What is a job profile?
- How do I profile a job?
- How do I write the job profile?

Finding candidates

- How can I find suitable candidates?
- How should I write the advert?
- How should I administer the application process?
- How do I make a shortlist?

Preparing to interview

- How should I set up the interview?
- How should I plan my questions?
- How should I lay out my interview plan?

Conducting the interview

- How should I structure the interview?
- How should I open the interview?
- How should I question the candidate?
- How do I make sure I'm listening properly?
- How should I conclude the interview?
- What about second interviews?

Selecting and appointing

- What selection process should I use?
- How do I decide who the best candidate is?
- What do I do once I've selected a candidate?
- What happens once the candidate has accepted?

Target audience

This course is designed specifically to meet the needs of people involved in recruiting accounting and finance staff at any level.

Those who are new to recruitment and selection will find that this course guides them through the process from beginning to end.

Those with more experience will value the opportunity to review their approach to recruitment and selection, practise their skills and build on their experience.

Additional services

Pricing: A license to the Accounting and Finance Portfolio ensures that you have year round access to flexible CPD. Prices are based on the number of users.

Tailoring: Ensure the courses meet the needs of your team by tailoring the content. Examples and scenarios featuring your clients and services ensure that every user sees the relevance of the tools and concepts.

Blended learning: Each course has an accompanying half-day workshop. A facilitator's pack provides everything you need to create a fully integrated solution.