

professional development 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 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



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 to appeal to people who are likely to be involved at any stage of the recruitment and selection process.

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.

Duration: 3 hours

Additional services

Tailoring: ensure this course is relevant and engaging by tailoring it to the needs of your professional community or company.

See also: *Coaching Skills, Conducting Performance Appraisals, Leadership Skills, Managing from Within the Team, Employment Law for Managers, Freedom of Information, Managing High Performing Teams, Data Protection.*