

HR Development

Course Title: Interview and Recruitment Selection Techniques

Course Overview: This course will provide tools and techniques, along with developing the skills of individuals responsible for selection and recruitment. It covers how to identify suitable candidates for interview as well as what is involved in interview preparation. Interviewing is part of the selection process and what is important in this process is to be able to select the right person; delegates will learn key techniques for matching applicants and personal profiles and the skills involved to conduct an effective interview.

Who should attend? Any one who is involved in the recruitment process or is in an HR based role.

Content: Topics covered in this highly interactive course include:

- Introduction to recruitment
 - What is the recruitment process?
 - Risks involved with making poor decisions
- The tools of recruitment
 - The job description and personal profile
 - CV & Interview report
- Planning the interview
 - Sources of recruitment
 - How to structure the interview
- The skills of interviewing
 - Building rapport
 - Listening and questioning techniques
- The psychology of the interview
 - Prejudice, bias etc
 - Maintaining objectivity
- Making the decision
 - Assessing the information
 - Using essential and desirable criteria
 - Recording the decision
- Selection and the law
 - Sex discrimination
 - Race relations
 - Rehabilitation of offenders
 - Disabled persons

On successful completion of the course delegates will receive a Certificate of Attendance.

Duration: 1 Day