

Recruitment and Selection is an in-house, two-day workshop which aims to provide participants with key skills to enable them to confidently and competently recruit new company personnel. The Communicate trainers presenting this workshop will collaborate beforehand with HR to ensure the organisation's Standard Operating Procedures for recruitment are adhered to in the training process.

The course aims to be as practical as possible whilst maximising the numbers of participants involved. There will be two tutors throughout the programme. On Day Two, role play interviews will be conducted in two groups, with participants interviewing in pairs. The role plays will be videoed, and participants will be able to take the tapes away with them for viewing later. The feedback on the course will be both verbal and written.

Your Workshop Leaders: Richard Ellis and Linda Richardson

PRE-COURSE ACTIVITIES

Participants will be expected to:

- Complete a pre-course questionnaire
- Have read the organisation's SOP for Recruitment
- Bring with them examples of job descriptions and person specifications where possible

WORKSHOP OBJECTIVES

By the end of the course participants will:

- have a sound understanding of their roles and responsibilities regarding recruitment within their organisation
- be aware of the steps in planning and preparing for selection interviews
- have developed their skills in selection interviewing
- considered the most appropriate methods of assessing the information gathered from interview and presentations
- have a plan of action for developing their selection interviewing skills

WHO SHOULD ATTEND

This course is primarily aimed at those with little or no previous experience in Recruitment and Selection interviewing. It can also be adapted as a refresher course for those with some experience. Please note this course is usually run with an interval of 2-3 weeks between Days One and Two to allow participants to familiarise themselves with the CVs to be used in the practical sessions, and to plan their interviews.

Outline Programme

Day One

Welcome and Introductions

The Recruitment and Selection Process

- the interview as part of the whole recruitment & selection process
- review of your organisation's Recruitment SOP – clarifying role and responsibilities
- the importance of time management in effective selection

Pre-interview activities

- clarifying the process and format for job analysis
- drawing up and revising job descriptions and person specifications

Selection and the Law

- discussion on legislation protecting candidates in the recruitment and selection process

Preparation

- shortlisting – processes and pitfalls
- developing areas for questioning

The Interview

- practical exercises in skills of effective interviewing

Day Two

Assessing the information

- from interviews and presentations
- Matching person specification to responses

Interview skills

- Role plays in two groups including feedback

Overall Review

- Review of learning; answering outstanding questions

Planning induction

- exploring the options for ensuring the new employee gets off to a good start

Close of Workshop

Note:

This course can be modified for presentation by a single Communicate tutor.



COMMUNICATE

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