

Investing in Recruitment & Selection

Duration: 2 Days

Introduction

It can be difficult to quantify the cost of getting a recruitment decision wrong the cost of poor judgement can create morale issues, client dissatisfaction, imbalance amongst teams, and an impact on brand reputation. Recruitment is a costly and time consuming process; and it is therefore critical that the right candidate is appointed first time.

This practical two day Recruitment & Selection course will provide individuals with guidance in the skills and techniques essential to planning and conducting successful selection interviews

Course Aim

This course is designed to provide practical guidelines and skills development in the preparation and behavioural techniques to achieve successful and strategically beneficial outcomes from selection interviews.

Learning Objectives

By the end of this course, you will have the ability to:

- ✿ Specify the requirements of the vacancy and maintain focus on the interviews primary objectives
- ✿ Identify the skills, knowledge and appropriate behaviours to support the future needs of the organisation
- ✿ Interview confidently and adapt your behaviour to communicate successfully with your candidate
- ✿ Identify specific criteria against which to select the most suitable candidate and use effective questioning techniques to elicit information
- ✿ Achieve positive cost effective outcomes
- ✿ Manage time and resources to ensure cost effective recruitment

Method & Approach

The programme will be delivered via a range of activities including, group discussion, and opportunity for individuals to prepare for recruitment and practice their interview technique.

Participants should be involved in identifying the requirements of a position in the organisation, and interviewing to assess candidate ability against criteria

Course Content

Day One

- ✿ We have a vacancy! Exploring the cost of recruitment.
- ✿ Do we need to fill the vacancy?
- ✿ Tools and techniques – what do you need for a systematic method for selection interviews
- ✿ Identifying requirements can job descriptions or my standard operating procedure document help me or limit me?
- ✿ What are the current and future requirements of the role?
- ✿ Person specifications, how can they help me?
- ✿ How to identify competencies.
- ✿ Recognising the behaviours that fit your culture.
- ✿ Planning your agenda. Liaison with others involved in the process. The role of the HR department, assessing their information requirements.
- ✿ Preparing questions - Formulating evidence based questions
- ✿ How to coordinate when there is more than one interviewer.
- ✿ Explaining your organisations values and culture

Day Two

- ✿ Balancing time and removing interruptions.
- ✿ This is not an interrogation – ensuring 2 way communications.
- ✿ Positive interpersonal skills
- ✿ Building Rapport and closing the communication gap
- ✿ Assessing your interpersonal skills and the impact of negative body language. Are you sending out distracting signals
- ✿ Putting the applicant at ease and explaining the process.
- ✿ How to take notes and demonstrate that you are listening
- ✿ Describing the role, responsibilities and tasks, skills, knowledge and attitude.
- ✿ Looking for evidence of your requirements
- ✿ Exploring candidate needs and wants - Recognizing candidate needs and wants aspirations and motivation
- ✿ Observing non-verbal clues.
- ✿ Making an offer and employee orientation planning
- ✿ Developing your plan to ensure consistency and greater professionalism, to ensure a cost effective added value process