



Recruitment, Selection and Interview Skills

Understanding People

Understanding Business Management

Understanding Communication

Understanding IT

Duration: 1 day or half day

Who is it for?

Managers, supervisors and HR professionals whose jobs require them to take part in the recruitment and selection process.

Objective

This course will provide participants with guidance in the skills and techniques necessary for conducting successful selection interviews.

Learning Outcomes

At the conclusion of the course, participants will be able to:

- Identify the various recruitment options
- Plan and prepare for a selection interview
- Identify where you can improve your existing interview techniques
- Project a professional image during the interview
- Put candidates at ease from the outset
- Identify key selection criteria for the job vacancy
- Use effective questioning to elicit information from the candidate
- Understand how to assess potential in a candidate

Course outline

Participants will consider the following topics:

- Attracting the right candidate
- Methods of recruitment
- Preparing for selection interviews
- Using job descriptions and person specifications
- Structuring an interview plan
- The interview environment
- Styles of interview – one-to-one, panel etc
- Conducting successful interviews
- Active listening and questioning techniques
- Interview review – assessments and evaluations

During whole day the courses, participants will take part in simulated interview scenarios to build confidence and reduce anxiety in an interview situation. Video may be used to help provide constructive feedback for future development.

Developing
your people
to enable
them to give
of their best