



Effective Recruitment & Selection

(2 Day)

Getting the people side of your business right is vital to the success of your business. With the right people in place you will achieve and even exceed business targets. You will have a focused and cohesive workforce. If you get recruitment and selection wrong, however, it could cost your business in terms of time, targets, turnover, training, and employee relations and having to go through the process again!

Purpose

This programme is suitable for those who regularly recruit staff and for those who are likely to recruit staff in the future.

Training Objectives

By the end of this programme participants will have:

- A good understanding of recruitment, selection and induction
- A good understanding of the legislation which impacts on recruitment and selection;
- A good understanding of best practice recruitment and selection procedures including role analysis, preparation of advertisements, job descriptions and person specifications – essential tools of the process;
- learned how to go about selecting the best candidate for the new or vacant position;
- learned how to structure and chair a selection panel;
- learned techniques of questioning to find out the information required to make an informed decision;
- more confidence in recruiting and selecting the best people for identified positions;
- improved their selection skills and techniques, including interviewing; and
- useful templates to use in the company.

Outline of Workshop Content

- The Recruitment cycle
- The benefits of getting it right and costs of getting it wrong
- Recruitment and the legal framework
- Developing and implementing a Recruitment policy
- Recruitment process (including a checklist)
- The importance of conducting a Role analysis
- The selection panel
- Key documents and their purpose
- Criteria for short-listing and selection
- Scoring and weighting mechanisms
- Planning and conducting interviews (Do's and Don'ts)
- Questioning
- Coming to a decision
- Appointment
- Induction and Retention