

RECRUITING THE RIGHT PEOPLE COURSE OUTLINE: 1 DAY

This course is for anyone who needs to recruit

OBJECTIVES	
<ol style="list-style-type: none"> 1. To understand the process needed to make effective recruitment decisions 2. To improve delegates' interviewing skills 3. Understand the main areas of employment legislation impacting on recruitment 4. To prepare action plans to help improve recruitment back in the workplace 	
CONTENT	
<p>SESSION 1: Introduction</p> <ul style="list-style-type: none"> ▪ Impact on your organisation ▪ The cost of wrong recruitment decisions ▪ Investing in the right people ▪ The law relating to recruitment and selection 	<p>SESSION 4: Selection methods</p> <ul style="list-style-type: none"> ▪ Competency-based interviews ▪ Psychometric tools: personality questionnaires and ability tests ▪ Assessment centres ▪ Role plays
<p>SESSION 2: Scoping the role</p> <ul style="list-style-type: none"> ▪ Creating Job descriptions ▪ Role Profiles ▪ Person Specifications ▪ Attracting the right candidates 	<p>SESSION 5: Interview Techniques</p> <ul style="list-style-type: none"> ▪ Preparation ▪ Interview skills ▪ Getting the information you need ▪ Making the decision
<p>SESSION 3: Competencies and selection criteria</p> <ul style="list-style-type: none"> ▪ Using competencies in selection ▪ Selection processes ▪ Screening / telephone interviews ▪ CVs and application forms ▪ Recruitment Processes 	<p>SESSION 6: Skills practice</p> <ul style="list-style-type: none"> ▪ Interview role plays ▪ Feedback ▪ Questions ▪ Summary and depart

TO BOOK A PLACE ON THIS COURSE OR FOR FURTHER INFORMATION, PLEASE CALL THE HJS PEOPLE TEAM ON 02380 234222.