

## Recruitment and Selection Interviewing

### Overview

This one day course gives you all the skills you need to define and write a job advert, choose a recruitment channel, shortlist, interview, train and bring the person into your normal appraisal processes.

### Topics covered in the course

- How to create a job specification that works
- Different channels to the job seekers market
- Preparing the job advertisement
- Handling internal applicants
- The short listing process
- Preparing for interview
- The interview process
- Selecting the right applicant
- Making the offer
- Planning induction and training
- The three month review
- First Appraisal

### After the course you will be able to

- Write a job specification that is relevant
- Attract applicants to your vacancy
- Interview for needed skills
- Avoid legitimate discrimination and unfair practice claims
- Select the best candidate
- Prepare an initial training programme
- Identify key points for the first formal Appraisal

### Who should attend

People who are responsible for recruiting or managers who are looking to add staff to their department.

Small business owners who are looking for their first or second recruitment.

Managers and Directors who are dissatisfied with the results of their existing recruitment process.

### Pricing

One day - £549 per course accommodating up to 16 people

Lunchtime learning - four sessions needed at £189 per session accommodating up to 10 people

Expenses will be charged at cost. Venue costs at 105% cost . Price valid to 1st December 2011