



COURSE DURATION

One day

NUMBER OF DELEGATES

The recommended number of participants is:

Face to face 6 - 8
Virtual 4 – 6

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Training Academy

RECRUITING THE RIGHT PEOPLE

COURSE OVERVIEW

This course is aimed at those individuals who have some experience of conducting interviews but need to refresh those skills and gain additional skills in competency based interviewing.

As an employer you have a commitment to ensure that your employees are competent – and today's competitive environment demands that we attract, recruit and retain the best people. But how do we know we have the best person for the job? This course ensures that delegates have the essential skills to conduct interviews, and to ensure that they are able to assess for individual competency and make selections based on that information.

OBJECTIVES

Having attended this event participants will be better able to:

- Review the recruitment process within the company and know what actions to take at each stage
- Understand the forms and tools that are utilised within the company process and how these should be completed
- Have practised competency based questioning skills that will help them gain the information they require
- Have practised carrying out an interview from start to finish
- Be able to make objective decisions about candidates based on information gathered at interview.

WHO SHOULD ATTEND?

This course has been developed for anyone who is responsible for interviewing.

COURSE STYLE

During the course we will look at recruitment in a practical way using, exercises, discussion forums, participant presentations and skill practices.