

Interview Skills for Recruitment

Overview

This 1 day course is specifically designed to increase delegate's skills to recruit the right people, to develop a process that identifies the vacancy, defines the job role and has a robust selection process.

Teaching methods of the programme will be through lecture, question and answers, written exercises and case studies.

Selecting the right people is a critical factor in determining the capability and effectiveness of a team. Ultimately the performance of the organisation will depend on the quality of the people recruited and the selection process.

Making the wrong decision can have far reaching effects from financial, motivational to your credibility both from within and outside the business.

It is a fact that selecting the wrong person and not having identified past behavioural and performance weaknesses, will result in these deficiencies being brought into your business.

Course Content

- Analyse a vacancy to write a job description
- Prepare where, when and how to interview
- Prepare and plan for interviews
- Identify different interviewing techniques
- Explain the importance of proper evaluation techniques
- Give examples of the methods employed to achieve the right selection
- Awareness of an interview structure
- Explore interview techniques
- Recognising different types of candidates
- Describe the link between selection and employment law
- Questioning to determine action and behaviour
- Explain effective evaluations
- Awareness of the Law