

Workshops 1 day

HUMAN RESOURCES (HR): RECRUITING AND INTERVIEWING EXCELLENCE

Overview of course

In today's busy world, it is not always easy to devote enough time to recruitment activities. However, choosing the wrong candidate will cost your organisation thousands of pounds in money, time and lost productivity - and cost you a significant amount of time.

When it comes to adding to your team, it pays to get the recruitment process right first time.

Employing people that are unsuitable for your organisation or for a particular role can lead to high staff turnover, issues with employee morale and significant unnecessary costs.

Recruiting isn't as simple as just sending out a job advert and keeping your fingers crossed. There are a number of other important factors to consider.

The key to getting it right is careful planning, a clear strategy and a focus on fairness.

Who is it for?

This workshop will support all those involved in the recruitment process; whether their role be creating job adverts, undertaking shortlisting, preparing great interview questions, interviewing candidates or making offers.

What will you learn?

This course will steer away from the HR policy type content and focus more on the personal rapport building skills and body language.

It will cover the whole process, not just interviewing but also planning and giving sufficient time to be effective.

It will look at competency-based questions and will include a model to support interviewers in delving further into candidate responses, rather than just accepting a surface answer.

The workshop will provide a good mix of relevant theory relating to recruitment techniques and skills and the opportunity to try these out through activities and group discussion.

Course Content

- Preparation - being ready
- An overview of recruitment legislation
- Shortlisting process
- Best Practice / Competency based recruitment interviewing
- Effective questioning techniques / drilling down
- Making checks and keeping notes
- Scoring candidates
- Submitting offers and negotiating terms

BENEFITS OF THE COURSE

By the end of the session you will feel....

... more knowledgeable and confident in your ability to support and manage the recruitment process within your organisation.

- Putting it all together

Interested in 'Recruiting and Interviewing Excellence' training for yourself or for your team?

Simply enter your name, email address and a contact phone number in the boxes below and we'll get straight back to you.

Who is the trainer?

Jo Redgrave - Crisp Associate

You may also be interested in...

- [Essential HR for Managers](#)
- [Appraisal Skills](#)
- [Introduction to People Management](#)

Get more for your money with our Learning Passport. Find out more [here](#)

COURSES

This course is also available in house.