

Effective Recruiting Skills

Recommended duration - 2 days

Objective

Becoming confident and competent in the recruitment and selection process, to ensure legal standards are met, and the right people are employed in the right positions

Content

Developing your skills as an effective Recruiter

- Characteristics, skills and behaviours
- What to do when a position becomes vacant in your organisation

Compiling the Person and Job Specification

- Removing personal prejudices
- Advertising for potential candidates
- Short-listing for interviews
- Written and telephonic communication

The Interview

- Preparing to interview candidates
- Individual vs. team interviews
- Logistical, reception and room preparation
- Structure of the interview
- Your role / their role
- Helping candidates feel at ease
- Preparing questions, listening skills, perceptions and observation
- Closing the interview

Making the decision

- Communicating to successful and unsuccessful candidates
- The job offer
- Finalising agreements
- The 1st few days of employment

The Trainers Promise

- To cover the entire recruitment process including legal aspects
- To use minimal PowerPoint and maximum group exercises, discussion and experience
- To relax the group so they feel comfortable to learn and thoroughly enjoy the experience
- To use a variety of exercises including role-play, group work and case-studies
- The course will be conducted with approximately 70% exercises and 30% theory