

# Recruitment and Selection

For HR staff and line managers involved in staff recruitment | **1 or 2 days\***

\* Depending on numbers and client requirements

**Participants will be able to effectively advertise positions, screen applications, conduct selection interviews, and make sound selection decisions, using a behavioural interviewing approach.**

## Objectives

On completion of the training, participants will be able to:

- develop behavioural questions relevant to the position's needs
- effectively screen job applications and prepare for the interview
- employ effective open-ended, closed and probing questions
- demonstrate good active listening and communication skills
- select the applicant best matching the position requirements

## Key Content

- Factors affecting staff selection
- The costs of selection (and of poor selection)
- Selection techniques and their relative effectiveness
- The behavioural interview
- The recruitment and selection process
- Determining the real position/person requirements
- Advertising vacancies and screening applications
- Preparing for, and conducting the interview
- Recording interview outcomes and selecting the best applicant
- Common interviewing and selection pitfalls
- Skills practice

## Comments by Participants

- Very interesting and work related. Well done.
- Thanks, Narayan, for a job very well done
- Very useful information on behavioural interviewing
- Thank you very much for the training
- Enjoyed it and benefited greatly
- All interviews from here on will be positively affected
- Very good
- Will be put to good use in the near future
- A very worthwhile topic - most beneficial
- Really well organised tools for interviewing