

2 – 3 Day Programme

A practical programme focusing on developing effective and professional recruitment and selection skills.

This programme is designed to enable participants to learn the principles of designing, implementing and evaluating effective recruitment and selection processes, as well as the practical skills to participate in the process.

The programme is highly interactive. There are lots of opportunities for participants to practice via case study and role play, using the tools and techniques provided and to gain both individual and group feedback.

Programme Content

- Designing an effective recruitment and selection process that meets business needs
- Using a variety of selection tools
 - Job profiles and person specification
 - Application forms and CV's
 - Competency based interviews
 - Psychometric, personality and ability tests
 - Assessment centres
- Understanding and complying with employment law
- Strategies for ensuring that processes are objective, fair and consistent
- Methods of evaluating recruitment and selection processes
- Managing challenging situations
- Managing candidate feedback

Additional Benefits

Participants attending this programme will receive:

- A full colour reference manual
- A recruitment & selection checklist and toolkit pack



Business Benefits

By the end of the programme participants will be able to:

- Participate in the key elements of the recruitment and selection process
- Identify a range of selection tools, their associated benefits and how to use them effectively
- Design, implement and evaluate an effective and legally compliant recruitment and selection process
- Define the role of assessment and development centres in recruitment and selection
- Use competency based assessment techniques to assess candidates with confidence
- Manage difficult and challenging selection situations including conflict and emotive behaviour
- Understand and use a range of techniques to ensure a high level of candidate care in the recruitment process

Testimonials

“A really detailed workshop that provides plenty of theory and lots of chances to try out what you've learnt – I found the personal feedback really valuable”

“BLT made all of the legal information really easy to understand – I now feel like I can design an effective process with quite a lot of confidence!”