

### Recruitment and Selection

#### Who is this course designed for?

This course is designed for managers who are involved in the recruitment and selection of staff and who need to understand the principles of a fair recruitment, selection and induction process.

#### What are the course objectives?

- Describe the policies, procedures and basic legal requirements that guide the process of recruitment and selection.
- Explain how and why it is critical to have a well defined job role before you decide to advertise.
- Explain how to deal with job applications ensuring impartiality and equality when selecting candidates for interview.
- Identify the types of selection techniques that help interviewers to make effective appointment decisions.
- Assess the importance of an effective induction process to the candidate and the organisation

#### What's in the course?

- Making your process free from discrimination
- Simple techniques for job analysis: what exactly is this job?
- Attracting candidates: internal, external, advertising and budgets
- The sift: choosing a shortlist of applicants for interview
- Appropriate interview formats and styles
- Making the offer and handling rejections
- Keeping appropriate records
- Induction programme essentials: legal and practical considerations

#### Our approach to this course:

theory and discussion	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	participation in group /individual activities	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	workbook exercises	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
practice exercises	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	presentations (informal and/or formal)	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	handouts	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
case studies	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	written/multiple choice test	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	work based assignment	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>

#### What next?

Please CONTACT US to book this course:

[enquiries@thewayahead.org.uk](mailto:enquiries@thewayahead.org.uk)

**Price: £225**

(+ VAT)

1-day workshop

*“Training today’s people for tomorrow’s world”*

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