



NDK Changing, Training, Speaking

RECRUITMENT AND INTERVIEWING – MAKING THE RIGHT CHOICE

This course is for anyone responsible for recruitment interviewing.

The process of recruitment and selection costs business a staggering amount of time and money each year. Time devoted to careful planning, structured interview and fair selection will be well invested in finding the right people for the right job. Sadly, it seems this is a skill that doesn't improve through trial and error. Learn to do it properly to begin with and get it right from the start!

Aims –

- To introduce effective steps to plan and implement effectively the recruitment and interview process.

Objectives –

- To be able to analyse and write a job description
- To demonstrate an awareness of the legal implications and HR processes involved in Recruitment and Selection
- To conduct interviews and handle candidates in a manner that will ensure accurate selections
- To use effective questioning and listening skills.

Content –

- Analysing and writing a job description
- The legal implications, e.g. data protection and equal opportunities
- Candidate specification and comparative qualifications
- Preparing and planning for the interview
- Opening and establishing rapport
- Handling candidates
- Using listening and questioning techniques
- Keeping the interview on time and on track
- Closing the interview
- Keeping records
- Interview practice – practical application of skills

Workshop ethos and comfort factors ☺

- The session will start and finish on time with the appropriate comfort breaks.
- Delegates should wear comfortable casual attire.
- All delegates should come prepared to take part in the activities and be assured that their contribution will be valued.
- Refreshments will be provided.

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