

Recruitment Skills for Managers

Tools for Techniques for Effective Candidate Sourcing and Selection

One-day course live online or onsite

Overview

This highly practical training workshop provides a step-by-step approach to the recruitment and selection process. This includes advert writing, interviewing skills, selection techniques, all to help you attract and select the right candidates. It is ideal for managers and executives involved in staff recruitment.



Learning objectives include

- Applying the principles of recruitment and selection best practice.
- Advert writing in a competitive job market.
- Pitching the job, ideas for attracting the best candidates in a competitive market.
- Using competency-based questions to test for candidate suitability.
- The art of advanced questioning to uncover talent, potential and ambition.
- Learning to use and read positive body language and effective listening.
- What information to record during the interview, and how.
- Reviewing candidate qualities, attributes, and skills against job criteria.
- Selection techniques for freelance and contract staff.

About the trainer and course format

This course will be delivered by an experienced trainer with a real expertise and knowledge of the subject. The course will be informal, engaging and include many practical activities.

Live online half-day training course: price: £95 plus VAT per person.
£195 per person for one-day classroom workshop.

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Recruitment Skills for Managers

One-day training outline

1: Finding the Best Candidates using Creative Methods and Techniques

- Techniques in advertising for vacancies, including freelance and contract
- What to include in a job advert to make it informational yet appealing.
- Using LinkedIn to approach candidates directly or gain recommendations

2: Defining your ideal candidate: Character, Competencies and Credentials

- Defining and writing your candidate's specification and job description
- The key elements, competencies, and personality specification
- Candidate profiling best practice summary

3: Interviewing in Action

- Preparing and planning your interviews: Types of interview structure
- Developing rules of evidence for assessment and questioning
- Recruitment interviewing best practice summary

4: Selection Tools and Techniques

- How to use job specific tests and questionnaires.
- Competence-based questions and interview techniques
- Review of psychometric tests available

5: Short Listing and Second Interview Techniques

- Pitching the job, ideas for attracting the best candidates in a competitive market
- Evaluating and rating evidence; using a rating scale
- Identifying and overcoming unconscious bias

Summary of learning points

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minimum three participants, plus travel costs.*

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