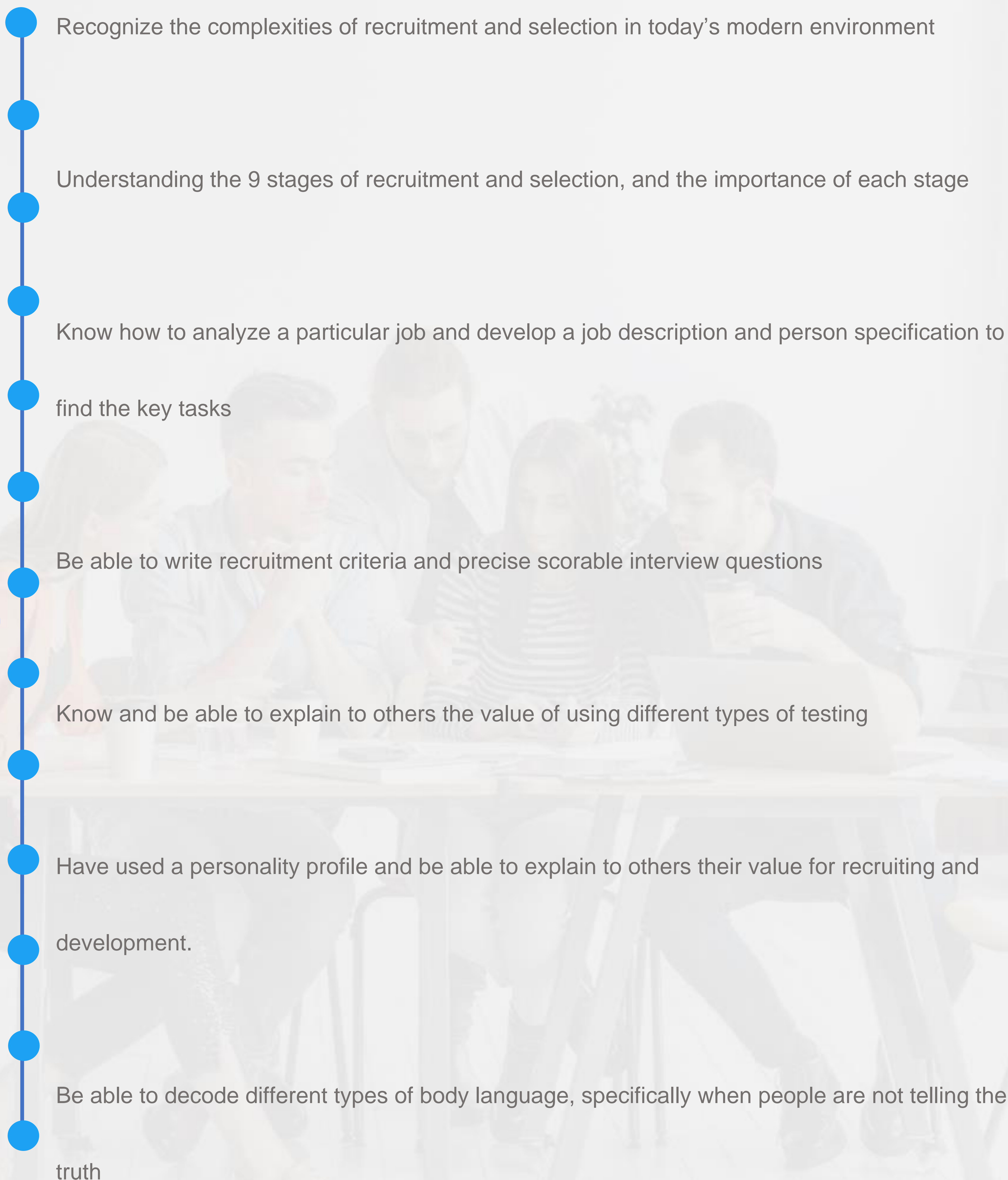


Advanced Selection, Interviewing and Recruitment

Recruitment is extremely important in HR management as it ensures that employees who wish to enter into the organization are a perfect fit for the business, whilst further displaying the professionalism of the entire organization at the very first moments a prospective employee wishes to onboard.

In this Advanced Selection, Interviewing & Recruitment Skills Training course you will learn the latest process and techniques covering all critical steps of interviewing. This is a very practical training programme with numbers being limited so you can learn, practice and build confidence.

When you finish this engaging and enjoyable programme you will be in a position to put the techniques into practice immediately upon return to work. This programme is compliant with HR Analysis best practice.

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- Recognize the complexities of recruitment and selection in today's modern environment
 - Understanding the 9 stages of recruitment and selection, and the importance of each stage
 - Know how to analyze a particular job and develop a job description and person specification to
 - find the key tasks
 - Be able to write recruitment criteria and precise scorable interview questions
 - Know and be able to explain to others the value of using different types of testing
 - Have used a personality profile and be able to explain to others their value for recruiting and
 - development.
 - Be able to decode different types of body language, specifically when people are not telling the
 - truth



Who should attend

Advanced Selection, Interviewing and Recruitment course is ideal for:

HR and Training Personnel

Succession Planners & Developers

Line Managers and Supervisors

Department Heads

CEOs and Directors



Day 1

Understanding Recruitment - Separating Fact from Fiction

- Measure and Financially Show the Cost of Bad Recruitment
- First Series of Interviews
- Self-assessment of Your Current Interviewing Skills
- Fact vs. Fiction about Interviewing
- Introduction to the Recruitment Process Map



Day 2

Mastering the Process – The New Approach to Successful Interviewing

- Understand the Job and the Importance of the Job Description
- How to Write Key Criteria and its Link with Competencies
- Writing the Job Advertisement
- How to Write Interview Questions



Day 3

Testing, Personality Profiling and References

- Shortlisting – a new approach to save time and avoid bias
- Occupational & Ability Testing
- The Growth of Mental Illness
- Personality Profiling
- The Importance of References



Day 4

Pre-Interview Process

- Procedure for Starting every Interview
- Finalizing your Interview Questions
- How to Score and Who does the Scoring? - practice
- Pre-interview Administration
- Understanding Body Language and Correctly Decoding it



Day 5

Practice and Practice

- Use of Skype and Phone Interviews
- Putting the Interview Process into Action
- Time Table of the Interviewing for the Day
- Role Allocations for Interview
- On-boarding