

Recruitment, Interviewing and Selection Training

Description

Introduction

Managers, superintendents, supervisors and officers in the functions of Human Resources and/or recruitment whose job requires recruiting and selecting employees. The program is also very useful for all those outside Human Resources whose job requires conducting frequent and/or important selection interviews.

www.acculearn.co.uk

Objectives

- Define recruitment, list its main steps and learn the best methods/sources for attracting qualified candidates.
- Practice the various techniques used for short listing and assessing candidates and the reliability and validity of each.
- Discover the main types of selection interviews and when and how to use each.
- Prepare and conduct a probing interview for any vacancy/level in the organization.
- Use the data collected from various assessment stages for selection purposes.

Content

Recruitment and Selection

- Recruitment versus Selection
- Roles and Responsibilities in Each Stage
- Managing Relations with Other HR Functions

Defining Requirements

- Building a Job Profile: The Use of Essentials and Desirables

Attracting Candidates

- Various Sources for Attracting Candidates:
- Referrals and Internal Candidates
- Advertising: Pros and Cons
- Internet and Websites
- Recruitment Agencies and Head Hunters
- Career Fairs and Universities

Screening Candidates and Short Listing

- Tangible versus Intangible Criteria
- The Use of CVs, RÃ©sumÃ©s and Applications for Short Listing
- Verifying On-Line Applications

Interviewing Candidates

- Screening and Biographical Interviews
- Hypothetical Interviews
- Panel Interviews: Pros and Cons
- Competency-Based Interviews

www.acculearn.co.uk

Evaluating Candidates

- Importance of Data Capture
- Objective versus Subjective Remarks
- Legal and Fairness Issues
- Producing a Personal Profile

The Selection Decision

- Criteria that Should Be Used
- Use of Decision Matrixes in Selection
- Use of Competency Gap Analysis

Recruitment and Selection (R&S) Information Management

- Building a Database for Sources and Candidates
- The Importance of Data Tracking
- Physical Files versus Soft Files
- HR Management Systems