Recruitment & Interviewing Skills

Duration: 1 to 2 days   **Maximum group size: 12 people**

Course overview

Delegates will cover the skills needed to make recruitment interviews productive and focused. They will explore the key stages of the recruitment process and how to conduct an effective interview designed to attract the best candidates for the job.

Who would benefit from attending?

All managers responsible for recruiting and interviewing for the business and who are yet to receive any formal training.

Core development objectives covered

• The cost of poor recruitment to the business
• Identifying the key stages of the recruitment process
• Understanding the essential legal requirements
• Designing the job specification & job profile
• Agreeing the application process & interview criteria
• Using telephone interviews to help interview selection
• Selecting the most appropriate interview structure
• Preparing your interview structure
• Using competency based questioning techniques
• Promoting the business in a positive light
• Making your final decision
• Professional follow-up procedure for all candidates

Delivery methodology

Futureproof's training workshops require all delegates to take a full and active role throughout. Our mix of trainer led discussion, facilitation, coaching and skills practice ensures that all delegates enjoy an interactive and supportive learning experience.

Note: This course can be tailored to incorporate your recruitment policy and procedures and delegates can use live job specifications to ensure that skills practice sessions are 100% relevant.

Want to tailor the content of this workshop and incorporate internal procedures, competency framework, organisational values & work-related challenges?
Get in touch with one of our Learning & Development Managers – 01623 409 824 • info@futureproof-training.co.uk

Futureproof

Continuous Development Ongoing Support