

Interviewing Skills for Staff Recruitment

DURATION: One day

SUITABLE FOR: Individuals who are involved in interviewing and selecting new staff or interviewing for internal promotions. This course provides the tools to take you through a fair and legally compliant process with focus on selecting the best qualified person.

Objectives

By the end of the course you will be able to:

- Compile an accurate Job Description with essential and desirable criteria
- Screen CVs or application forms, and prepare and execute effective interviews
- Take relevant and appropriate notes in the interview
- Objectively score the candidates and make a fair selection choice
- Make sound recruitment decisions on behalf of your organisation

Programme

Introduction & Workshop Objectives

- Establish what you want to achieve

Characteristics of a Good Interviewer

- Skills required to get the best from your candidates and the process

The Job Description

- Job description, responsibilities and outcomes aligned with a person specification
- Understanding the essential and desirable skills, abilities and characteristics required

The Selection Process

- Advertising the position
- Reviewing applications and CVs
- Organising interviews and setting practical assessments
- Legislation awareness – equality and diversity

Conducting the Interview and Assessment

- Building rapport
- The funnel technique to capture detail
- Questioning, listening and controlling your meeting
- Using assessments to gain vital insight of current and potential ability

Practice Interviews

- An opportunity to practise interviewing skills

Making Your Decision

- Importance of your interview notes and keeping a record
- Evaluating information
- Checking your own judgements

The Way Forward

- Taking ideas back to the workplace and putting them into action



CPD Certified
6 Learning Hours, 6 Points

For more information or to book please call **020 7256 6668** or email enquiries@gbclearning.co.uk