

Understanding Recruitment and Selection of New Staff in the Workplace

INTRODUCTION

This one day course is a great introduction to the entire recruitment cycle. This course is designed as a highly practical workshop to give new recruiters a real insight into the processes involved in running a successful recruitment campaign.

COURSE OBJECTIVES

- By the end of the course, delegates will:
- Know how to place to recruit and select new staff in the workplace
- Understand timings & costs involved
- Know how to select the right individual for the job
- Have a better understanding of your employment brand

COURSE DURATION: 1 Day Course

Equivalent to ILM Level 3 unit
Value of 2 Credits



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COURSE CONTENTS

Organisation recruitment policies and procedures

Basic legal aspects of the recruitment process

Simple techniques for job analysis

Prepare Job descriptions and person specifications

Range of methods of advertising vacancies, internally and externally & how to select the most appropriate for a variety of posts

Merits of internal and External Applications

Use of Job Descriptions and person specifications to shortlist applicants

Preparation for selection interviews to ensure impartially and optimum decision

Selection interviewing techniques

Alternative methods for selecting the most suitable applicant

Personal Development Action Plan

Throughout this course there will be a number of practical exercises carried out which will enable delegates to put into practice most of the theory covered

