

## Interviewing - Recruitment & Selection for Beginners

### INTRODUCTION

A one day, fast track introduction to the entire recruitment and selection cycle. The course is designed as a highly practical workshop, to give new recruiters a real insight into the processes, issues and hurdles involved in running a successful recruitment and selection campaign.

### COURSE OBJECTIVES

*By the end of the course, delegates will have:*

- **Exposure** to the entire cycle, giving greater control and foresight.
- **A good framework** for understanding timings, costing and issues hurdles.
- **An understanding** of common errors and develop a set of potential solutions.
- **Developed** the ability to plan, brief and execute a basic recruitment campaign.
- **Practiced** taking and giving a brief.
- **Become** better qualified to write a recruitment advert.
- A better **understanding** of your employment brand.

**COURSE DURATION:** 1 Day Course

[www.oaktree-training.co.uk](http://www.oaktree-training.co.uk)

### COURSE CONTENTS

#### Understanding the Complete Recruitment Cycle

Overview – the entire process  
Timing and resources involved – who are the interested parties  
Motivations of the interested parties to a campaign

#### Using Competencies

What are competencies  
Simplifying the jargon  
Using competencies for recruitment and selection  
An easy and robust system

#### The Job Brief and Person Specification

The job brief – how is it derived?  
The person specification – how does this translate to market availability?  
The job grading and benefits – is the role pitched at the appropriate level?

#### Giving and Taking a Job Brief

Briefing all relevant internal resources effectively  
Translating your brief to the marketplace – does it fit?  
Understanding who will communicate the message, how and when

#### Creating the Pool of Candidates

Different methods of attracting candidates  
Direct advertising vs. recruitment agencies  
Costs and timings involved

#### How to Filter Candidates

How to judge what you are looking for  
How to ensure that everyone agrees  
Consistency and relevance in selection criteria  
A simple scoring system

#### The Interview

Lining up your resources  
Types of interview process  
Interview techniques  
A simple scoring system

#### The Offer

Exploring the motivations of interviewees  
Why do they reject offers?  
How to manage the process for greater success

#### Development Action Plan

