

Course Title	Recruitment & Selection	Duration	Two days	
Outcomes	By the end of this training, your delegate will: <ul style="list-style-type: none">• Understand the current policies, procedures and legislation surrounding recruitment and selection• Be able to draft a job description and person criteria• Be able to effectively plan and conduct a job interview as part of a panel• Know how to give constructive feedback to applicants following an interview			
Prerequisites	None			
NB : This course will involve a practical recruitment and selection exercise which includes interviews				
Session	Aim	Content		
Introduction	To explain the aims of the course and understand particular objectives of individuals	<ul style="list-style-type: none">◆ Introductions◆ Understand the objectives and the process of the course◆ Agree what outcomes are required		
Policy, Procedure and Legislation	To understand the current policies, procedures and legislation that effect recruitment and selection	<ul style="list-style-type: none">◆ Company Policies on recruitment and selection◆ Company procedures on recruitment◆ Current discrimination and employment legislation		
Job Descriptions & Sifting	To be able to write job descriptions and person criteria to ensure that the correct people are selected for interview	<ul style="list-style-type: none">◆ Writing a job description◆ Designing a person criteria◆ Using a sifting matrix		
The Interview	To be able to effectively plan and conduct a job interview as part of a panel.	<ul style="list-style-type: none">◆ Planning an interview◆ Question styles◆ Taking effective notes◆ Closing the interview		
Feedback and Evaluation	To know how to give constructive feedback to applicants following an interview	<ul style="list-style-type: none">◆ How to evaluate an interview◆ Making the right decision◆ Giving feedback		
Book this course now :				
Cost	Price Code D			
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