

# Effective Recruitment & Selection



## Workshop Content:

This one day Effective Recruitment & Selection skills workshop will review the following:

- **Equal opportunities**
- **HR / workforce planning**
- **Creating job descriptions and person specifications**
- **Advertising methods**
- **Creating a job advertisement**
- **Screen applications and short-listing**
- **Tracking the recruitment process**
- **Selection methods**
- **Creating an interview assessment form**
- **Planning and conducting effective interviews**
- **Making the job offer**
- **Main terms of employment**
- **Pre-employment checks**
- **Induction preparation**
- **Managing the probationary period**

The workshop is designed for active participation with breakout exercises and role play scenarios. All attendees are encouraged to fully participate and contribute to the activities undertaken.

**Duration: One Day**

## Introduction:

*Recruiting people is a time consuming and costly exercise. It can also be a high risk activity. By applying the techniques and processes contained in this training course, participants will significantly improve their chances of selecting the right person for their organisation first time.*

The Effective Recruitment & Selection workshop is designed to provide participants with the skills, knowledge and confidence to recruit and select the right team member for an identified job role. Participants will practice selection interview techniques in a safe learning environment that will increase their personal effectiveness in recruitment and selection activities.

## Course Aim:

This course will provide participants with an overview of equal opportunities legislation in a recruitment and selection context. Participants will learn how to create a person specification and select suitable and appropriate advertising and selection methods. The course will run through the whole recruitment and selection process from identifying a job role, through to advertising, screening applicants, preparing for and conducting effective interviews and completing the offer process. Candidates will receive various template letters, forms and checklists for their future use.

## Training Suitable For:

All Supervisors / Team Leaders / Managers / HR personnel involved in recruiting and selecting staff.

## Learning Objectives:

- To understand the importance of equal opportunities in the recruitment and selection process
- To identify different advertising and selection methods
- To create a person specification and job advertisement with identified selection criteria
- To understand the key steps / activities that are taken within the recruitment and selection process
- To plan and conduct effective interviews and make job offers

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