

## RECRUITMENT & SELECTION FULL DAY

### COURSE OVERVIEW

Recruiting a new employee costs, on average, £3000 from placing a job advert through to the new employees first day. Having managers who fully understand the whole Recruitment and Selection process, are aware of best practice when recruiting a new employee using the appropriate selection methods, and are armed with tools and techniques for carrying out effective interviews and selection processes.

### CONTENT

- Vital Statistics – the true cost of getting it wrong
- Equal Opportunities – the legislation
- Protected Characteristics
- Identifying a resourcing need
- An Internal Opportunity or External Vacancy
- Generating Interest
- Person Specifications
- Job Description
- Short-Listing
- Interview Techniques – What you can and can't ask!
- Interview Questions
- Selection Methods
- Role Play interview
- Avoiding Discrimination Claims
- The Decision
- Offering Employment
- Prepare for Day 1 of Employment



### COSTS

Per Person: £300 + VAT

Per Group: £1,000 + VAT

\*Maximum 10 delegates per group.

**20% discount applied if Core HR subscriber.**

Training available at your premises or off-site at our unique training facility in Rochdale.