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RECRUITING TALENT 1 DAY

COURSE OVERVIEW

This 1-day 'Recruiting Talent' course covers everything from the cost of getting it wrong to offering employment. 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: £150 + VAT

Discounted Price*: £120 + VAT

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

**Discount available for group
bookings.**

Training available at your
premises or off-site at our unique
training suite in Castleton.