

Interviewing and Recruitment Skills

Effective interviewing is an important key to an organisations success. This course concentrates on the interviewing process. The course provides the necessary skills for the recruitment and selection process. It focuses on the key skills of a recruiter and develops the necessary tools and techniques. It provides the appropriate selection process techniques so that potential candidates can be analysed and measured. Importantly it teaches delegates the fact that they are representing their company during the interview process and the impact this can have on future candidates.

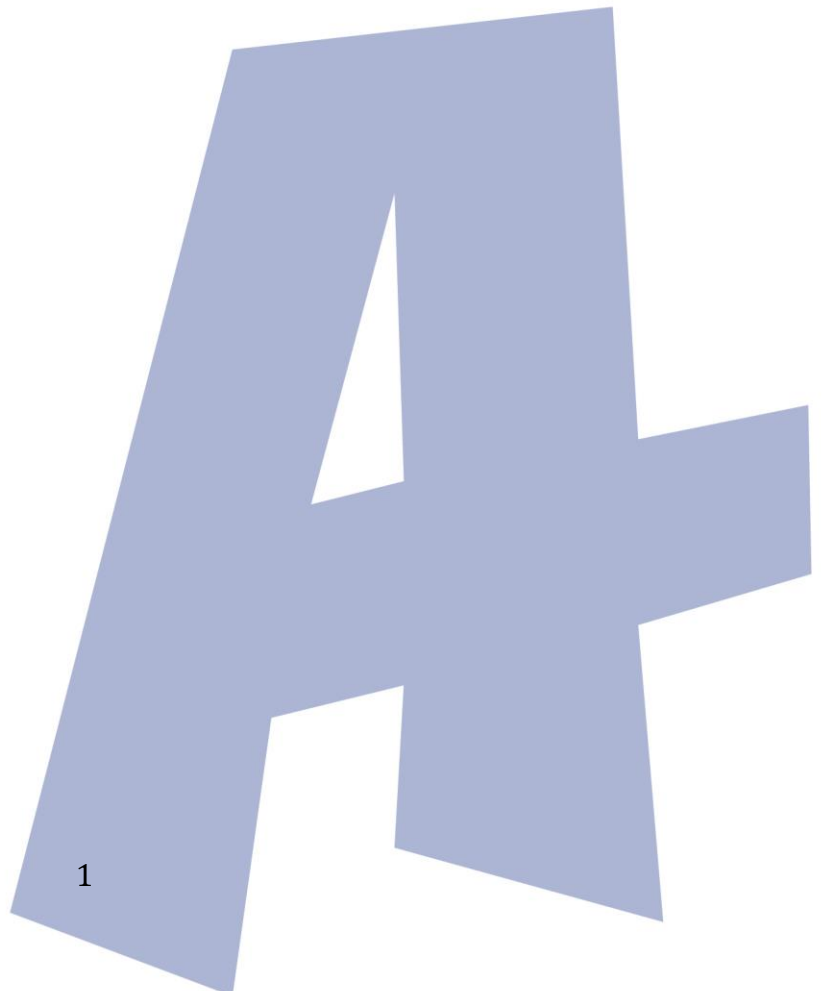
Who will the course benefit?

Anyone who conducts interviews within their organisation or is involved in selecting new staff.

Course Objectives

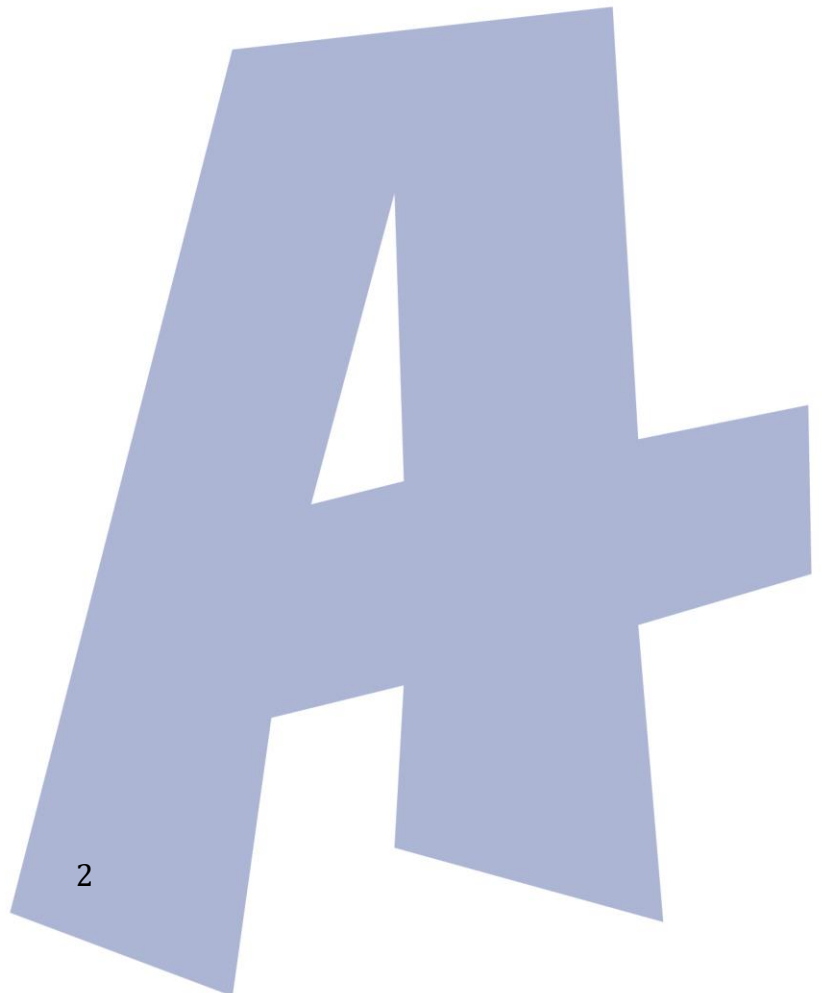
To enable delegates to practise the skills of researching, preparing and conducting effective interviews. To develop skills for those involved in the process of recruiting staff.

Course Duration: 1 to 2 days



This course will enable delegates to:

- Prepare for an interview
- Identify the skills required to conduct an interview
- Review and analyse the information gathered
- Prepare a profile and guidelines for candidates
- Identify areas to be covered during selection interview
- Prepare an induction plan



Course Content

Course Introduction and Analysing the Vacancy

- Job specification
- Candidate profile and selecting the candidate
- Beginning the selection process
- Identifying your selection criteria

Preparing for the Interview

- Communication
- Factors that affect the interview
- Gathering information, planning and set-up
- Objective and question setting

Interview Conduct

- Controlling the interview
- Questioning techniques
- Active listening
- Non-verbal communication
- Creating rapport and the right environment
- Organisation representation
- Employment legislation
- Analysing the interviewee

Induction Plans

- Developing plans
- Short and long term objectives

Practical Sessions

Delegates will have the opportunity to develop skills in practical sessions.

