

RECRUITMENT & SELECTION

A 90-minute learning nugget for up to 15 participants

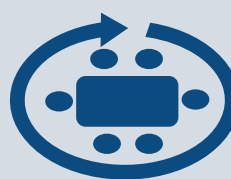
Can be delivered virtually on Zoom or your own company platform

This informative and engaging learning nugget introduces participants to the role of the manager in recruitment and selection. Participants will leave with a greater understanding of the principles of recruitment and selection best practice, ready to get going as soon as they leave the session.



WELCOME AND INTRODUCTIONS

Benefits of great and costs of poor recruitment and selection. Outcomes and agenda



PROCESS AND LAW

We will need your recruitment process information. Run through the process and introduction to the law in recruitment

ASSESSING NEED AND WRITING JOB SPECS

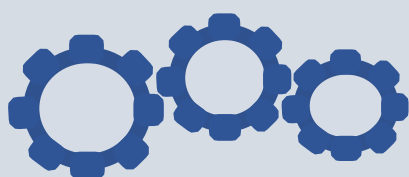
The importance of recruiting what you/the team/the business needs and not just what you want, creating effective and accurate job specifications that attract the right people

INTERVIEWING

Preparing and the interview process, good and bad interview experiences, asking great questions, listening and focusing on the candidate, relaxing the candidate for better results

SELECTING THE BEST

Introduction to the selection process, assessing skills and overcoming bias



ACTION PLANS AND INTEGRATION

The session is summarised and actions are planned and shared across the group