



Recruitment and Selection with Equal Opportunities

Aims

This practical 1-day course will cover the whole aspect of recruitment from advertising to induction. It particularly highlights areas of potential discrimination where recruiters can inadvertently attract discrimination allegations.

Objectives

By the end of this course you will be able to

- Define the meaning of 'Equal Opportunities' in the workplace
- Take measures to avoid Discrimination
- Explain what is meant by an Equal Opportunity Policy
- Deal efficiently with a discrimination complaint or grievance
- Take statements relating to a discrimination matter
- Develop a paperwork system to counteract discrimination activities and encourage you to be an Equal Opportunities employer
- Know how to advertise legally
- Understand the legal process involved in interviewing
- Understand what questions to use and not to use at interviews
- Appreciate the do's and don'ts in relation to references
- Appreciate the reasons why induction must be carried out properly
- Understand the legalities of application forms

Who Should Attend

Any manager or individual who has a responsibility for the recruitment and selection of staff.

Duration 1 Day