



Interview & Selection

Aims

This course is designed to help participants apply clear guidelines for the successful preparation, conduct and follow-up of a selection interview. It also enables participants to practise the appropriate skills and receive feedback for future development.

Objectives

By the end of this course you will be able to

- Create a procedure and practice for selection interviewing
- Identify the skills required for interview and selection
- Ensure that your organisation complies with current EU and UK legislation
- Maintain and enhance your organisation's reputation by using best practice method

Who Should Attend

Anyone involved in the Recruitment and Selection of staff.

Course Content

- Preparing for the selection interview
- Job descriptions, person specifications, application forms
- The interview environment
- EU and UK law
- Best practice advice
- Your interview procedure and plan
- The costs of getting it wrong
- Interviewing skills and questioning techniques
- Body language and note taking
- Assessing the results for action, analysis by an objective method
- Courtesy to all candidates and retaining goodwill
- Action planning

Duration

1 Day