

Recruitment & Selection - Strategies And Skills

Duration: 2 day(s)

Recruit for success - leverage the performance of your organisation by hiring the right people

Who should attend?

Senior HR managers and those responsible for recruiting new staff.

Benefits:

- Link your recruitment strategy to the wider organisational strategy
- How high quality psychometric testing, assessment centres and effective interviewing bring the best people to your business
- Improve recruitment strategy by understanding the theory behind it
- Meet your diversity targets by developing methods of attraction accordingly

Course Overview:

- Identify your current labour supply and consider additional sources of labour
- Implement effective practices to encourage a diverse workforce
- Learn the correct way to offer a job to a successful candidate
- Manage performance during probationary periods
- Be an active participant in an interview panel
- Build effective external relationships
- Practice techniques for effective copywriting and choose the right channels to advertise
- Produce comprehensive job descriptions and person specifications
- Use best practice in job offers and employment contracts
- Manage large recruitment drives with competent systems and strategies