

## **Recruiting for Success Workshop**

An interactive workshop covering best practice recruitment using discussion, group exercises, and case studies. Delivered as either full or half day.

Delegate profile: ideal for staff responsible for recruiting

Handouts: slides & HR documentation

### **Agenda**

- Costs of recruitment
- Job analysis
- Creating job descriptions
- Attracting applicants
- Job adverts
- Shortlisting
- Interviewing skills
- Questions
- Pitfalls of interviews
- Ability testing

### **Learning Outcomes**

*By the end of the workshop the delegates will be able to:*

- Be aware of the costs of recruitment and why recruitment needs to be effective
- Understand why selection needs to be objective
- Comprehend the principles of employment law in recruitment and selection
- Be able to draft a person specification
- Be able to shortlist
- Be able to construct interview questions and carry out an interview