



Recruitment and Selection

This Training will:	Course Outline
<p>A training and development workshop for managers on the process of recruitment and selection within a legal and best practice framework</p> <ul style="list-style-type: none">❖ To provide participants with the skills and techniques to undertake a successful and legal recruitment and selection process❖ To give participants guidance and practice on preparing for and holding a selection interview/centre as well as making the right decision	<ul style="list-style-type: none">❖ The Recruitment process❖ The Legal Framework❖ Identify the job❖ Attracting the best candidates (not the most!)❖ Shortlisting❖ Assessment methods❖ The Interview❖ The Decision❖ Following up unsuccessful candidates – giving feedback❖ Making an offer❖ Pre-employment checks