



Your Needs:

"This outline is a guide to the content of a typical course. In practice, all courses can be customised to meet specific needs and can be run at a time and place to suit you."

Accelerated Learning:

"We run our events using an appropriate mix of group discussions, practical exercises and case studies, supported by short tutor-led sessions."

What You Get:

"As standard, we provide a full set of reference notes, equipment (for IT training) and ongoing support (in case you have any questions afterwards)."

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Recruiting and Selecting Fairly

(1 day)

"Attracting and recruiting the best person for the job has many potential pitfalls and cannot be left to chance."

Benefits of attending this course...

Your recruitment process should not only be fair and equitable but it must also comply with the Equalities Act 2010. The purpose of this course is to ensure you encompass all of the above factors whilst selecting the best person for the job.

Who is it for?

Those with responsibility for attracting and recruiting staff.

Objectives

By the end of the training you will be able to...

- Explain why job descriptions and person specifications are critical to a successful outcome.
- Operate a fair, equitable and robust recruitment policy.
- List the eight steps of the full recruitment cycle.

Content

- ✓ The cost of failing to operate a fair, equitable and robust recruitment policy (including legal issues).
- ✓ Overview of the Equalities Act 2010 (and what it means for us).
- ✓ How to write job descriptions and person specifications that are accurate, relevant and useable.
- ✓ Deciding on how you will assess candidates (e.g. interview, practical test, role play or group exercise).
- ✓ Planning for assessment (including a checklist of must-do's).
- ✓ Preparing questions for an interview.
- ✓ Tips for running interviews (and common pitfalls to avoid).
- ✓ Introducing an objective assessment process that ensures each candidate is treated fairly.
- ✓ Actions to take following the assessment (including communicating with candidates, the importance of an induction programme and the purpose of the probationary period).