

Interviewing For Recruitment



Duration: 2 Days

Overview: This course will help you develop your interviewing skills and to improve your effectiveness as an interviewer.

You will become more confident when interviewing and selecting new team members and able to identify related strengths and areas for improvement.

Designed for: All new or existing members of staff who are responsible for conducting interviews within the recruitment process

Objectives: By the end of this course you will:

- be able to fully understand the role of interviewing in the recruitment process
- appreciate the applicable legislation requirements relating to the interview process (particularly around discrimination and data protection)
- understand the role of Job Descriptions, Person Specifications and Competencies in the recruitment process
- be able to ensure that the planning of appropriate interview questions will explore accurately the candidate's ability to demonstrate the requirements of the job
- able to use best practice methods of observing, recording, classifying and evaluating evidence as a basis for decision making

Method: This course will use a structured series of lively and interesting exercises and practical skills activities. You will have the opportunity to explore a range of techniques and actively demonstrate newly learnt skills at the course.

This course can be run exclusively and tailored to suit your company's specific learning requirements and organisational needs. Costs are dependent on number of days required and bespoke content

For further details, please contact Gareth Harris on 01656 644306 or email: gareth.harris@tsw.co.uk