

Recruitment and Interviewing Skills

Duration: 2 days

When does recruitment stop and selection begin? Attracting candidates is in itself a self-selection tool for candidates and a promotion opportunity for your organisation.

More than 96% of all selection involves interviewing, and in some cases, research has shown that interviewing can be one of the least effective predictors of performance in the job. Many people responsible for selection have not been formally trained in interviewing skills, whilst many candidates are very experienced in interviewing techniques. With the host of equality legislation which governs recruitment and selection processes, those responsible for recruitment and selection should develop their interviewing skills towards the competence/behavioural based approaches to ensure stronger validity of candidates to performance on the job.

A variety of learning methods are used to facilitate skill development, including role plays and mock interviews

Who should attend this course?

The course is designed for individuals who have responsibilities for either recruitment or selection processes; those who want to develop their interviewing skills, and people who want to develop a competence based approach to their selection interviews.

Course Objectives

Upon completion of this course participants will be able to:

- Write an advertisement for a post that meets equality legislation and promotes your organisation favourably
- Design adverts which are self-selection tools for candidates
- Assess a full range of media and choose the most appropriate for the post
- Write behavioural competences and positive and negative assessment criteria
- Conduct behavioural interviews using a range of questioning techniques
- Analyse verbal and non verbal communication during an interview and develop your skills in observations
- Use the W.A.S.P. technique as a structure for your interviews

Course Outline

- Writing Advertisements
- Communication skills (verbal and non-verbal)
- Interviewing techniques
- Questioning skills
- Writing and assessing behavioural competencies
- Equality legislation
- Feedback and observation skills
- Active listening