



RECRUITING KEY STAFF
A Two-Day Programme

Programme Objectives

The programme will shorten the time it takes to fill key positions and ensure an improved candidate list.

By attending this course you will:

- Learn, develop and practice the key skills needed to recruit professionally.
- Consider ways of shortening the recruitment cycle and obtain better quality applicants.
- Apply your learning immediately and directly to the workplace.

Who is this programme for?

This programme is for anyone who is involved with recruitment, particularly those who carry out interviews with either internal or external candidates.

Programme Contents

- . Employee re-sourcing in an organisational context
 - . Who do we have?
 - . Who do we need?
 - . Gaps in our resources
 - . The labour market
 - . Legal Implications
- . Job Analysis
 - . What the candidate will do?
 - . Where they fit into the organisation?
 - . Job descriptions
- . Recruitment Criteria
 - . Competencies required for the role
 - . Performance standards
 - . Must, Should, Could criteria
- . Advertising
 - . How
 - . Where
 - . Writing copy for the advertisement
 - . Using Must Should Could Criteria
 - . Legal constraints
- . How to Get People to Respond
 - . Telephone, e-mail, letters, CV's application form
 - . Speeding up the process
- . Short Listing
 - . Matching candidates to criteria
 - . Short listing methods
- . Selection Methods
 - . Different methods of selection - assessment centres
 - . Selecting venues

- . Conducting an Interview
 - . Structure
 - . Competency based questioning
 - . Recruitment screening - by consultants or your organisation?
 - . Group interviews
 - . Legal requirements.
- . Evaluating Candidates
 - . Using different selection methods
- . Feedback to Candidates
 - . Informing unsuccessful candidates
 - . Giving feedback
- . Communicating the Offer
 - . Methods
 - . Offer and acceptance
- . Interim Period between Acceptance and Working Notice
 - . What you or your recruiting companies should be doing
- . Different Types of Recruitment and Selection
 - . Permanent
 - . Contract
 - . Fixed term
 - . Agency staff
- . Outsourcing
 - . The entire recruitment process or parts of it
 - . Using recruitment consultants effectively
- . Induction
 - . Developing an induction programme
 - . The induction crisis
- . Personal Action Plans

