

Recruitment and Selection

Audience

Staff involved in the recruitment and selection process Aim

To equip participants with the legislative framework that underpins good recruitment and selection process.

To provide practical skills for writing job description personal specifications and testing selection exercises.

Objectives

- Explore the relevant legislation.
- Understand the purpose of job description and person specification.
- Examine and identify the information required from various forms of testing and selection.
- Identify organisations policies and procedures/process.
- Explore short listing methods and considerations
- Develop interview skills and preparing questions and tests.

Course length: - 2 days.

