



# NewGrange

TRAINING & SERVICES LTD

*Better People, Better Business®*

## Recruitment Selection and Interviewing

- Course Location:** On-Site at your premises  
**Course Duration:** One Full Day, 9.30am - 5.00pm (date to suit you)  
**No. of Delegates:** 12 delegates max

### Course Aims and Objectives

To enable participants to apply the principles of "best practice", incorporating equal opportunities, in the recruitment and selection of staff. This course will take participants through the whole process of recruiting and selecting staff, from the review of the vacancy, through to the final selection. The course provides opportunities for participants to build on their previous experience and to practice new skills.

### Course Programme

#### Morning

- Reviewing the vacancy
- Drafting an accurate and effective job description
- Drafting the personnel specification - defining job competences
- The advertisement – where, how and what to include
- Record keeping of responses to the advertisement
- Shortlisting applicants against the criteria of the personnel specification
- Planning the interview process
- The uses and abuses of tests, exercises and references
- Communicating with candidates

#### Afternoon

- Overview of legal considerations/equality legislation
- The purpose of the interview in the recruitment process
- The size, composition of the panel and the role of the chair
- Constructing a fair interview process for panel and candidates
- Identifying different styles of questioning.
- Core questioning and follow-up questioning
- Relating interview questions to the personnel specification/competences
- Methods of assessing interviewed candidates (and reasons for rejection)
- Making the final selection /use of references

### Delegates Receive:

Certificate of Training  
Course Notes  
Course Materials

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