

# STAFF RECRUITMENT & SELECTION (The Merit Principle)

Poor selection and recruitment decisions are costly mistakes for businesses. This course aims to provide participants with a structured and effective understanding of recruitment and selection best practice. At the end of this course will be able to conduct a successful recruitment process for your organisation. This workshop provides opportunities to practice and refine interviewing skills and establish sound criteria for selecting the best candidate.

On completion of this program participants will be able to:

- Prepare effective job advertisements
- Describe the main provisions of current employee legislation as it affects recruitment
- Prepare and conduct interviews using sound selection criteria
- Know the questions to ask to ensure you have the “right” person for the job
- Apply a systematic overall approach to making valid decisions
- Understand the importance of a formal letter of offer and structured induction process.



## Target audience:

This course would ideally suit any manager, supervisor, or other employee with the responsibility for conducting recruitment and selection of staff.

**Duration:** 2 days enabling lots of practice

## Topics to be explored include:

- ▶ The cost and consequences of poor recruitment
- ▶ Establishing job and person specifications
- ▶ Legislation and best practice, equal opportunities and discrimination
- ▶ Attracting the best candidates
- ▶ Short listing and preparing for the interview
- ▶ Using systematic and interview techniques
- ▶ Applying a systematic overall approach to making valid decisions
- ▶ Barriers to selecting the best applicant
- ▶ Dealing with challenging interviewees
- ▶ Creative interview alternatives
- ▶ Collating the results/making the decision
- ▶ Providing candidate feedback



**To book this workshop or for more details of how Learning Insight can support your organisation contact: Liz Paine**  
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## What's included?

*In-house training at a time to suit you*  
*Instruction by an expert facilitator*  
*A highly interactive and fun workshop tailored for your organisation*  
*Participant workbooks*  
*Personalised certificate of completion*  
*Return on investment guarantee!*