

How to Design & Deliver a Recruitment Selection Interview

Develop your ability in carrying out a performance review meeting that leads to superior working performance from your employees.

Duration:

2 Days

Who is it for?

This workshop is suitable for those individuals who wish to develop their knowledge and skills in carrying out an effective recruitment interview. It is a core workshop for recruiters, interview panel members and those that are actively involved in recruitment and selection activities.

"As an internal recruiter having a solid knowledge of how to select candidates is crucial. I found this workshop gave me just that - knowledge of how to do recruitment right. The added point on legislation was a great bonus! We put all of our internal recruiters, including line managers through this programme"

Susie G.
Group Recruiter

Workshop Outline

Recruiting the right talent and having a balanced skill mix is crucial for the session of an organisation. This workshop provides a clear overview and practice of conducting a truly effective interview. It provides delegates with a solid foundation on how to prepare for an interview, create effective questions and use shortlisting criteria. It also engages learners by allowing them to practice their interview skills and obtain concrete developmental feedback.

What will you learn by attending?

- Exploration of the factors that impact how effective a recruitment is
- Understanding the process of conducting a recruitment interview including preparation, deliver and record keeping following the interview
- The importance of competency and indicators together with how to use shortlisting grids
- Conducting a competency based interview for a job role
- Storing recruitment interview notes compliant to local laws and legislation



This workshop is delivered in partnership between **People & Design** and **Smarter Learning**

