

Best Practice in Recruitment

We often find that organisations would like their HR professionals to attend the 3-day workshop as it develops a depth of skill, but they would also like their management team to have an overview of recruitment best practice. Manager involvement increases the likelihood of an effective recruitment process, so we recommend this one-day workshop for organisations that are committed to selecting great people.

Overview

Type of Learning:	Workshop
Suitable for:	Busy managers who just want an overview of best practise, so that they can support their HR team in carrying out effective recruitments
Duration:	1 day
Key Question:	How can we maximise the likelihood that the person we select will go on to give a great performance in their new role?
Expected Outcomes:	This workshop explains the process required to match people to jobs (both for external recruitments and internal appointments); job:person fit is a key driver of employee engagement, so you can significantly impact bottom line organisational performance as a result. In addition, you will reduce the extent to which you have to waste time and resources managing the poor performance that results from inappropriate appointments
Content Information:	<p>The workshop will equip you to do the following:</p> <ul style="list-style-type: none"> ➤ Identify what factors contribute to a good recruitment process ➤ Know what steps to take when designing a recruitment process ➤ Draw up a comprehensive job description ➤ Determine personal qualities necessary for good performance ➤ Translate these into recruitment criteria ➤ Choose appropriate assessment tools ➤ Advertise a position appropriately ➤ Screen applications and draw up a short list ➤ Ask questions at interview & listen to the response ➤ Make a selection decision

Other Information: This workshop builds an awareness level of skill in conducting interviews, but will not develop great competence. The 3-day Competency Based Recruitment workshop is recommended for those who want to develop sophisticated interviewing skills

Contact Us

For further information about this solution, or to receive a formal proposal, please contact info@theleadershipteam.org