

## **Rigorous Recruitment, Straightforward Selection**

Recruitment processes and the ultimate decisions they support will always have a lasting effect on a business. The question is, will those effects be good or bad? An open, honest, consistent and legally compliant process will result in well suited, well informed, passionate and effective new hires, working within a motivated team. A recruitment process that fails on one or more of these criteria may lead to the effect of a poor hire being seen for a considerable period, in addition to wasted costs and the effect on other colleagues.

### **Benefits**

Learnmore work to understand your business in order to deliver the following tailored benefits within this workshop:

- Learn how to recruit the right quality of staff at the least cost and with the least disruption to your business
- Learn how to ensure that the role you are recruiting for is well defined
- Learn how to prepare for the interview
- Learn competency and capability 'STAR' based questioning techniques
- Learn how to listen and improve interview flow
- Learn how to assess, decide, weigh and judge, ensuring impartiality
- Learn how to review your selection decision and avoid discrimination
- Learn the three C's of recruitment



### **Format**

Through a combination of presentation, discussion, scenarios and exercises tailored uniquely to your business, you will learn how to support one another in building, conducting and reviewing

### **Key Elements of this Workshop:**

- Understand the importance of a consistent and validated recruitment and selection process
- As a member of the process, understand your legal obligations and responsibility
- Ensure your process is free from discrimination
- Identifying the requirements of the role(s) in terms of capabilities and competencies
- Identify appropriate indications of evidence
- Produce effective STAR based questions to explore and probe candidate capability
- Identify additional relevant selection mechanisms
- Manage a targeted and successful internal and external campaign
- Learn to screen applications effectively
- Recognise the need to retain factual and accurate notes



**Workshop**

**RECRUITMENT &  
SELECTION**

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effective recruitment and selection programmes. The workshop is followed up with SMS-based (text message) support.

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