

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, consistent and legally compliant process will result in well suited, well informed, passionate and effective new hires, working within a motivated team.

This workshop provides you with an understanding of how to recruit the right people with the least disruption to your business, and by the end of the session you will be able to:

- Explain the importance of a consistent and validated recruitment and selection process
- Identify your legal obligations and responsibilities
- Ensure that your process is free from discrimination
- Identify 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 and choose between additional relevant selection mechanisms
- Learn to screen applications effectively
- Explain the 3 C's of recruitment and why they are important

Format

Through a combination of presentation, discussion, exercises and scenario-based role plays, this workshop is delivered as an interactive, engaging and thought-provoking three hour session.

Workshop Outline

- Setting the scene
- Sharing experiences of recruitment, or being recruited
- Causes of ineffective recruitment, and strategies to overcome them
- Why and who do you need to recruit
- The 3 C's of recruitment
- Your legal responsibilities
- The STAR technique
- Learning how to assess, weigh, judge and impartially decide
- Informing people of the outcome – revisiting the 3 C's



“Great vision without great people is irrelevant.”

Jim Collins