

## Selection Interviewing



**Make the right selection decisions and save time, and heartache by avoiding costly recruitment errors**

### Who is it for?

This is an essential workshop for anyone involved in the recruitment and selection process, particularly managers who are recruiting staff into their own team.

### Overview

It is a simple fact - you can't build a successful organisation, Department or Team without good people. However, good people come and go. Vacancies can arise in all sorts of ways. A new Department may be set up as the result of expansion, additional people are required to cope with the demanding workload, or an existing team member may retire, be promoted or find another job. Filling those vacancies can be a complicated process. What sort of people do you need? Where do you find them? How do you attract them? How do you make the right selection?

Selection interviewing remains the most popular method for recruiting new staff, although more and more organisations are combining it with other selection methods. The aim of this two day workshop is to enable delegates to gain knowledge and skills to effectively undertake a selection interview.

### Workshop Objectives:

- Identify the six stages associated with successful recruitment.
- Prepare Job Descriptions and Person Specifications.
- Assess and evaluate applications.
- Perform competency based interviews.
- Practice effective questioning and listening skills.
- Objectively assess candidates.

### Investment

Total investment for this two day workshop is £280 per person. Alternatively, this workshop can be delivered internally to your organisation for a total investment of £2332. Based on a group size of ten persons, this reflects an investment of £233 per person. This cost includes all relevant materials but excludes any costs associated with the venue.

### Ilm Accreditation (optional)

For an additional investment of £59.00 per person, and on successful completion of this workshop and associated action plan, the Institute of Leadership and Management (ilm) will acknowledge the participant through the Development Award and 6 months ilm membership which includes access to online support materials, study guides and career development support.