

# Recruitment and Selection Interviewing Skills



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**What it all about:** Recruiting the right people is essential to the successful development of teams and the organisation. However, the process is costly, both in terms of time and resources, and it is therefore critical that the right candidate is appointed first time. This practical two day course will provide individuals with guidance in the skills and techniques essential to conducting successful selection interviews. Delegates will take part in an interview role play to build confidence and reduce their anxiety when faced with an interview situation. Video will be used to aid delegate development.

- Objectives:** By the end of the course delegates will be able to:
- Plan and prepare for a selection interview
  - Project a professional image during the interview and put the candidate at ease
  - Specify the requirements of the vacancy to be filled and maintain a focus on the interview's primary objectives
  - Understand to assess potential in a candidate, and make effective decisions about each candidate based on the information gained during the interview

**Duration:** **Two Days**

**Who should attend?** Managers, supervisors and HR professionals whose jobs require them to take part in the effective recruitment and selection process. This course will also benefit those who administer recruitment and need to have a good understanding of the recruitment and selection process. This course introduces a structured approach to help with preparation and planning and is ideal for those who are new to interviewing

## Course Contents

• Methods of recruitment	• Key documentation
• Identifying your role and responsibilities	• Using job descriptions and person specifications
• Common problems – how to prepare for them	• Interview objectives
• Structuring an interview plan for each candidate	• Preparing the environment
• Overcoming barriers to communication	• Building rapport quickly
• Positive body language	• Keeping the interview on track
• Employment legislation	• Effective listening and questioning
• Note taking – recording information	• Post interview assessment
• Reviewing candidate qualities, attributes and skills against predetermined criteria	• Selecting the right candidate – evaluating performance, strengths and weaknesses

**For more information, or to book your course, please call Sense IT on 0870 4296445  
Or visit our web site –www.sensetraining.co.uk**