



WATA Knows... and you can too!

Leadership and Management Courses

Interviewing Skills for Recruitment & Selection

Improve your recruitment success rate by getting the right people, for the right jobs, first time! Covering person and job specifications, interviewing techniques, selection criteria and legislation requirements you'll be able to identify the strongest candidates every time.

On this course you will learn to:

- ✓ Select the right candidate, the first time
- ✓ Draw up person specifications and job descriptions
- ✓ Use effective questioning and listening skills
- ✓ Identify the genuinely strong candidate
- ✓ Recruit within the scope of legislation

What does the course cover?

- ✓ Drawing up job requirement and person specs
- ✓ Determining suitable selection criteria
- ✓ Making the selection process fair and consistent
- ✓ Ensuring objectivity during recruitment – scoring systems
- ✓ Designing interviewing questions
- ✓ Listening skills for recruitment
- ✓ Creating the right environment
- ✓ Preparing for an interview
- ✓ Consistency across interviews
- ✓ Scope of current legislation

This course is ideal for anyone responsible for recruiting people within an organisation – manager, supervisor, team leader or HR professional.

Course Dates

2011: 23 Nov

2012: 16 May; 28 Nov

**Course fee: £225 + VAT per delegate
Plus ILM fees if required.**

Delegates will be provided with course handouts, lunch and refreshments.

Duration: 1 day

(9:15 am to 4. 30 pm approximately - please arrive 15 minutes before the course is due to commence)

All courses are adapted to suit your needs and accreditation with **ILM (Institute of Leadership & Management)** is optional