



# RECRUITING SKILLS

**Recruitment is a process – follow the steps and you won't hire a dud**

**W**hen you recruit someone, you're bringing them into your organisation. Soon enough they'll have met lots of fellow employees. All going well, they will be a great fit and the organisation benefits.

So why do we recruit so many duds? Why are some basic rules of recruiting bypassed?

Recruitment is a process. Follow the steps and you're far more likely to hire an excellent candidate.

A dud can be a disaster so improve your processes and stop hiring them. For goodness sake, even if you don't attend this course, can you make it mandatory that references are checked and verified. It's an eye watering recurring error, the interviewer gets confidence that the candidate is "perfect" and then doesn't really want to check the references in case they tell a different story – crazy.

## Key Course Content:

- Recruitment Diagram
- Conducting Effective Interviews
- Interview tips - for interviewers
- Avoiding recruitment [human] error
- 12 ways to make a BAD hiring decision
- The most common problems of interviews
- Mock interview activity and debrief
- Behavioural Event Interview
- Features & Reminders
- Things to remember while interviewing
- The SPAR Technique
- Behaviour Event Interviewing
- Mock interview activity and debrief
- Onboarding
- Reference checking – tips/traps
- Managing/informing unsuccessful candidates



## Target Audience:

Recruitment Decision Makers & Recruitment Panel Members



## Duration:

This course is available as a full-day or a truncated half-day course.



## Delivery:

This course can be delivered both in-person at your organisation or venue, or virtually. If you like, we can do all the heavy lifting on the technical side. Then, your people simply video/dial in.



## Group Size:

We recommend a group size of 4-10 people.



## Get a Quick Quote:

Let us know if you'd like an obligation free quote for your organisation.