



# Recruitment & Selection Interviewing

## Course Overview

Making sure that the right people are recruited is vital for the success of every organisation. Poor selection decisions can have far reaching and sometimes very costly consequences. This practical 2 day course focuses on developing the skills required for interviewing and assessing candidates. It will also provide an understanding of the whole R&S process and the legal parameters.

## Who should attend

Managers, team leaders and anyone else involved in the recruitment and selection of employees.

## Course Objectives

By the end of the course participants will be able to:

- Outline the key stages in the recruitment and selection process
- Explain the recruiter's obligations under the Equality Act
- Plan and prepare for a selection interview
- Devise and use effective questions to gather the necessary information
- Conduct a selection interview in a thorough and professional manner
- Assess candidates against set criteria and reach fair and justifiable decisions

## Course Content

- Recruitment and selection in context
- Overview of the key stages in recruitment and selection
- Legal aspects and what the Equality Act means in practice for recruiters
- Good and bad practice in selection interviewing

- Essential steps to preparing for a selection interview
- Question types and questioning skills
- Awareness of body language and effective listening skills
- How to establish rapport and put candidates at ease
- Keeping the interview on track using questioning techniques
- Reading body language signals from the candidate
- How to respond to different candidate behaviours e.g. nervous; too talkative
- Conducting practical interviews based on a given job description
- Assessing candidates against selection criteria
- Feedback and analysis of practical interviews
- Importance of keeping clear and accurate records of selection decisions
- Personal action notes

## Reviews

*“Excellent presentation and delivery. A very enjoyable and informative course.”*  
 MY, Fife Council

*“Excellent delivery and knowledge. Relaxed atmosphere and chance for everyone to speak.”*  
 LD, Fife Council

*“Thank you, I am sure this will improve my interview techniques.”*  
 MH, Fife Council

*“A well delivered/structured course that has provided assurance as well as food for thought. Quality of course materials excellent.”*  
 AM, Fife Constabulary

*“Very effective trainer. Put all students at ease and was very approachable. Good manner, which promoted interaction. Worthwhile course, extremely informative and required for being a panel member.”*  
 JC, Fife Constabulary

*“Very good effective trainer who has an in depth knowledge of the subject. I have taken a lot from this course which I will use in my next interview.”*  
 NG, Fife Constabulary