

## Effective Recruitment and Selection

1 day

### 'The Perfect Match Without Compromise'

**Business Scenario** The success of any organisation relies on the quality of its greatest asset its people. How do we find them? Successful selection depends on a professional and effective interviewer. While there is an increasing range of selection techniques, the interview itself retains the essential role in the selection process.

**Your Booster Session**

- Understanding the essential purpose of the interview
- Using a job and/or person specification
- Making sound decisions through the use of pre-determined, objective criteria
- Recognising the value of a structured approach
- Breaking the interview into clear stages
- Creating and using appropriate questions to elicit quality information
- Introducing and outlining the interview process

**Action Planning - What will You do?**

Through theory, discussion and practice sessions you will explore effective recruitment and selection techniques enabling you to create an Action Plan for future success.

**Flexibility of Delivery**

Active Knowledge Bites™ may be delivered pre-course, post-course or stand-alone; designed as motivational, thought provoking sessions for high impact information sharing and supported with relevant exercises, material and Action Planning to apply new ideas back into the workplace.

Sessions may be tailored and extended to a half-day course.

*Active Knowledge Bites™  
Turning Learning into Action...*

