

Recruitment & Induction

The process

1 day
Course

'The Right Person, the Right Place, the Right Time'

Business Scenario Recruiting and keeping the right people is essential to the success of all businesses. As the process is costly, it is critical to appoint the right candidate the first time. However, of equal importance is the successful induction - building good team rapport and immediate connectivity with your company.

Who will Benefit? Those involved in the recruitment, selection and induction of individuals, including line managers and individuals in HR or Personnel roles.

Course Objectives By the end of the course you will be able to:

- Explore the options available in recruiting a new employee
- Presenting a positive and appropriate corporate image
- Explain the importance of following employment and diversity law
- Create a new induction framework
- Identify the importance of effective induction

Course Content

Attracting the right candidate

- Selling the job
- Clarifying your requirements
- Producing the key documents
- Fairness - diversity awareness

Inductions

- The purposes of inductions
- Steps for a positive induction
- The timetable
- What happens without one?

Interview processes

- The interview environment
- Developing an interview plan
- Styles of interviews
- Legal issues – an overview

Course Features This interactive course will provide you with the techniques required to conduct effective recruitment and inductions. You will be encouraged to draw upon and share your own work experiences and to explore how the models might work for you in practice.