



## **Recruitment and Selection**

### One Day Training Course

#### **Course Aims:**

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Delegates will learn how to analyse jobs and write job descriptions together with the steps necessary to undertake a successful recruitment campaign through an analysis of the vacancy, development of person specifications, identification of sources of staff, creation of effective advertisements, screening of applicants and knowledge of necessary administrative actions.

#### **Course Outline:**

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##### ***Defining the job***

- Job Purpose
- Extent of job
- Relationships

##### ***Defining key tasks***

- Principal aspects of the job
- Purpose
- Know-how
- Problem solving
- Accountability

##### ***Analysing the vacancy***

- Company requirements
- Issues to consider

##### ***Motivation***

- Individual needs
- What a job can provide
- Analysing people
- Analysing needs

##### ***The person specification***

- Using a personal description form
- Essential Vs Desirable Vs Tolerable

##### ***Identifying sources of staff***

- Internal and external

##### ***Finding the person***

- Media
- Placing advertisements
- Analysing advertisements

##### ***The Campaign***

- Time scale
- Public relations

##### ***Screening the applicants***

##### ***Planning the interview***

##### ***Interviewing***

- The Law
- Equal Opportunities Legislation

#### **Target Audience**

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Staff involved in recruitment and staff selection.

#### **Assumed Knowledge/ Pre-requisites:**

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None