



# Interviewing, Recruitment and Selection Skills

## Programme Aim

- Participants will be able to set a job profile, agree the traits required and structure an interview to deliver a successful candidate. They will also be able to understand and employ the best processes to attract suitable applicants for the position .

## Programme Overview

- Upon completion of this programme, participants will have a more systematic approach to job design, interview and candidate selection and ultimately be more capable of finding and selecting the best candidate for the job

## Programme Outline

- Set the structure for recruiting the right candidate
- Apply the traits and behaviours necessary for the role, and transfer them into a recruitment format that will produce results
- Create an environment for a quality interview
- Apply their knowledge of Equal Opportunities when making the decision
- Effective induction training that helps the new recruit to hit the ground running

