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# Recruiting and Interviewing Skills

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# Recruiting and Interviewing Skills

## Duration

1 day

## Aims

This module is designed to assist those who are, or may shortly be recruiting others. It will help them identify appropriate behaviours; attitudes, values, and beliefs that meet your company culture, and equip them with clear decision making parameters.

## Objectives

At the end of this event, delegates will be able to:

- Produce an effective approach to recruiting
- Identify the skills and competencies needed in vacant positions
- Produce questions to assess the skills, knowledge, behaviour attitudes of candidates
- Structure a professional interview
- Manage the exchange during an interview using time effectively
- Operate an objective and fair process in accordance with legal requirements

## Agenda

- The Legal Framework
- Recruitment Procedures
- Setting Standards
- Questioning Skills
- Assessment Tools
- Decision Making
- Candidate Feedback
- Action Planning