

# Selection Interviewing

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Selection is costly in time and money yet mistakes cost even more. This course provides a structured framework and develops skills to plan and conduct interviews to ensure the right candidate is selected.

By the end of the course delegates will be able to:

- understand and manage the recruitment process
- assess whether candidates can do the job, want the job and will fit in
- use skills to handle selection with confidence

The course includes:

- defining the job description and person specification
- deciding upon the appropriate selection technique
- reviewing CVs and application forms
- short listing candidates
- planning and preparing the interview
- structuring and managing the interview
- developing interviewing skills

- responding to the candidate's questions
- evaluating the interview and making the decision
- the value of efficient administration
- using references, tests and other selection techniques
- interviews and the law

This course is suitable for anyone involved with the recruitment and selection process from a full campaign to a single interview.

Duration: 2 days



**The Island Partnership**

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