

## **Recruiting & Selecting the best person for the job**

### **A very practical training session focusing on effective recruitment and selection techniques**

#### **Programme Objectives**

- Demonstrate that effective selection relies on developing a person specification as the basis for structuring a selection interview to assess who is the best person for the job.
- Develop the skills involved in writing a person specification
- Test the effectiveness of person specification via the selection interview process

#### **Programme Training Plan**

- Getting it right
  - Create a person Specification
  - Structure the interview
  - Plan your questions
- Putting it into practice
  - The Role plays
    - Panel interviews including preparation, interview phase, review and feedback
- Making your choice

#### **Target Trainee Profile**

Suitable for established and new supervisors/owner managers

#### **Training Approach**

Tutor input  
Group exercises and discussions  
Case studies  
Customized role plays

#### **Training Duration**

This course is delivered over 1 day with maximum participants of 15.

***Note: this delivery can be tailored and split into 2 half days i.e. one half day covering writing a person specification & the second half day covering the interview process***