

Recruitment and Selection Interviewing Skills

Appointing the right people is a fundamental ingredient for the success of any organization together with being the **beginning of a significant period of investment**. By getting the process right can **lead to low turnover and high productivity, haphazard recruitment** selection, on the **other hand has serious implications** for the success of the organization.

This programme is **highly participative** with the emphasis on **developing effective techniques**. Feedback will be given on participants interviewing and feedback techniques.

Objectives

Prepare systematically for selection interviews identifying criteria against which to select the most suitable applicant

Plan the interview structure

Create the right atmosphere and control the interview by using the appropriate conversational and questioning techniques

Make sound decisions against pre-determined selection criteria

Audience

This course is designed for any **individuals involved in the selection of employees**. No previous experience of interviewing is required.

Duration

This is **two- day Recruitment and Selection Interviewing Skills** course. The course starts at **09:30** and runs until **16:30**. **Alternate timings** can be arranged upon request. The course can be held on a **date that suits you**.

Location

Our **Recruitment and Selection Interviewing Skills** course can be run at **our training venue** near **Liverpool Street (London)** or any preferred location in the **UK or Europe**.

Recruitment and Selection Interviewing Skills Course Outline

The recruitment process

Key essential/desirable factors

The interview plan

Environmental issues, establishing rapport

Questioning technique, listening skills, taking notes

Non-verbal communication in the interview

Making and writing assessments

Giving feedback



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