

Recruitment and Selection Workshop (2 days)

Overview

This two-day workshop aims to explain what needs to be in place for successful recruitment and selection. Participants will be shown how to analyse job requirements and develop an effective person specification, effectively shortlist candidates for interview and justify their selection and outline how to implement the use of person specifications for recruitment in their workplace.

In addition, participants will have the opportunity to plan a competency based interview (CBI) using a provided structure and write examples of competency based questions. They will be able to conduct a competency based interview, receive constructive feedback and identify individual development during the practical sessions, leading to the ability to structure and plan a CBI interview for a role they would recruit for in the workplace.

The workshop will describe how to assess candidate performance and make effective assessment decisions with an outline of the expert advice available from HR.

Finally, participants will be able to continue their learning by creating a specific and personal action plan for implementation in the workplace.

Learning Outcomes

On completion of this workshop participants will be able to:

- Practise the stages of the recruitment and selection process
- Apply recruitment and selection techniques which adhere to legal requirements.
 - This is not explicitly covered in this workshop, but referred to in the pre-work workbook
- Analyse job requirements and develop effective person specifications
- Conduct a structured competency based interview
- Use effective questions to uncover required competencies
- Use the information from the interview to evaluate and select the best candidate for the position
- Create an action plan to implement the learning in the workplace.

Agenda

Day 1 - Timing (Approx.)	Session Number and Title
09:30 – 13:50	Session 1 – Introductions and Expectations
10:00 – 10:30	Session 2 --The Challenge of Recruitment
10:30 – 11:30	Session 3 – Developing a job description

15 minutes	Break
11:45 – 12:45	Session 4 – Short-listing
1 hour	Lunch
13:45 – 14:45	Session 5 - Planning to Interview
15 minutes	Break
15:00 – 16:30	Session 6 – Preparation for Day 2
16:30	Close Day 1
Day 2 - Timing (Approx.)	Session Number and Title
09:30 – 10:00	Session 7 – Difficulties experienced when interviewing
10:00 – 11:30	Session 8 – Practising CBI interview 1
	15-minute working break during these activity sessions
11:45 – 12:30	Session 9 – Post interview – selecting the best candidate
12:30 – 13:30	Lunch
13:30 – 15:45	Session 10 – Practising CBI interview 2
	15-minute working break during these activity sessions
15:45 – 16:15	Session 11 – Post interview - selecting the best candidate
16:15 – 16:30	Session 12 - Action Planning and Close