

Recruitment, Interviewing and Selection

How to implement an effective recruitment process that encourages informed and objective decision making and selection of the most suitable candidate.

The impact of recruiting an unsuitable candidate is significant and the often hidden costs of dealing with poor performance and then having to re-recruit can have a debilitating effect on a school.

Course Outline

This is a highly interactive and practical session which shares a wide range of options with delegates to ensure that the selection process is rigorous, complies with all legislation and helps to ensure that the most suitable candidate is ultimately appointed.

***Please note this is a one day course**

By the end of this session delegates will be able to:

- Create and follow an effective recruitment process
- Understand their legal and regulatory responsibilities while recruiting
- Prepare effectively for interviews and other assessment methods
- Appreciate the do's and don'ts of interviewing
- Compare making recruitment decisions on intuition rather than a structured criteria.
- Understand the types of questions that should and shouldn't be asked at interviews.