

INTERVIEW AND SELECTION

HIRING THE RIGHT PEOPLE FOR THE JOB

Business Solutions @ Northbrook

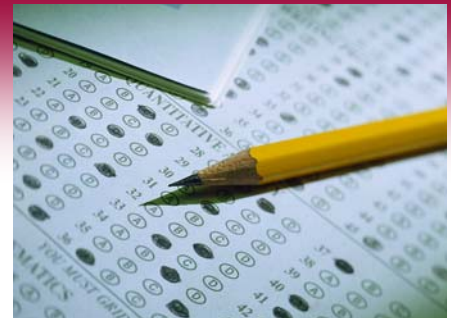
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Do you want to hire great employees? Knowing how to conduct a safe, legal job interview will enable you to select the best candidates for your vacancies. Interviewing potential candidates is one of the most significant factors in hiring new staff as this will help to determine and identify which candidates are best suited and qualified to your business.



Who is this course for?

This workshop will help you to eliminate many of the problems involved in interviewing, enabling you to be confident that you have recruited the best candidate. Upon completion of this workshop you will be able to take effective charge at each stage of the interviewing and selection processes, from defining the job requirements, to the decision about how to recruit and finally, conducting the interview itself.

Do I need any experience?

No. Our trainers have designed the workshop to give you all the information and training you need to develop your skills.

What if I can't fit it in?

The Business Solutions @ Northbrook team understand how hectic life can be sometimes; its for this reason that we're happy to customise this workshop for individual employers and ensure flexible delivery, either on your premises or at Northbrook College (A company costing will be provided once your training needs are finalised).

What do I gain on completion?

Upon completion of this workshop you will receive a Northbrook College Certificate of Attendance, easy to follow handouts, and enough knowledge to proceed and progress onto other workshops and IT courses. Oh, and don't worry - there are no examinations or assessments on this course!

What are the specific details?

> Duration

One day (09.30-16.30)

> Dates Available

For the latest workshop dates please check out our website or call our Customer Services team who will be happy to help.

> Venue

Will be confirmed upon booking (if advance notice is required, please call our Customer Services team)

> Cost

£138 per person, per workshop*
* Group rates may apply

For further information, enrolment, or to arrange a free visit from one of our Business Training Advisers to discuss eligibility and options open to you and your staff, please contact the Business Solutions @ Northbrook team via one of the methods at the top right of this page.

What will I learn on this course?

This workshop will cover:

Preparing for an Interview

- > Identify Objectives
- > Deciding on the job requirements
- > Deciding on how to recruit
- > Setting up a processing system
- > Assessing a Curriculum Vitae (CV)
- > Considering Applications
- > Selecting Interviewees
- > Locating Interviews
- > Deciding on the style of interview
- > Preparing Questions
- > Honing Listening Skills
- > Preparing yourself

Conducting an interview

- > Opening an Interview
- > Evaluating an Applicant
- > Controlling an Interview
- > Reading body language
- > Using tests
- > Closing an Interview

Analysing an Interview

- > Recording Impressions
- > Making a shortlist
- > Arranging follow up Interviews
- > Matching an applicant to a job
- > Making a final offer
- > Dealing with unsuccessful applicants
- > Assessing your ability