



## The Best Practice Recruitment Workshop

A BITESIZE WORKSHOP: HAVE AN EFFICIENT & EFFECTIVE RECRUITMENT & INDUCTION PROCESS. GET THE 'RIGHT' PERSON AND GET RID OF THE 'WRONG' PERSON QUICKLY!

NOTE – To learn how to interview successfully, that is not part of this course, you need the successful interviewing course as this is half a day in its own right.



### Learn how to:

- Attract the 'right' response to a job advert
- Use Job Boards effectively and quickly
- Manage your Agencies to work for you
- Give the negative feedback constructively and reject them at the time of the interview
- Understand what you need to do to double your recruitment success, just by changing structure and process

**If you can answer yes to any of the following questions then this bitesize workshop will be effective for you:**

1. Do you dread having to recruit?
2. Do you wish you could whizz through those applications and CV's and not miss that great candidate?
3. Do you wish you had never called that cv/candidate within a couple of seconds of being on the phone?
4. Do you wish you could tell them what you really want to, but you are worried that they will be able to find some discriminatory reason to challenge you?
5. Do you often wonder why Agencies don't do the job they are paid to do?
6. Do you want to have an efficient and faster screening process in order for you to spend less time on recruitment which you feel is wasted or makes no difference?



  
**The Recruitment  
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## Workshop Agenda & Structure - 6-hour workshop

Time	Agenda
9:00am	<b>Identifying the individual objectives &amp; Recruitment Issues</b> <ul style="list-style-type: none"><li>➤ The 13 Steps to Successful Recruitment</li><li>➤ The Job Specification &amp; The Person Specification</li><li>➤ Candidate Attraction – How, Where, Who, When</li><li>➤ Advertising Mediums</li><li>➤ Agencies – Yes or No</li></ul>
10:00am	<b>Practical Tools to Screen Candidates</b> <ul style="list-style-type: none"><li>➤ Job Board Screening</li><li>➤ The CV Screen in 3 -4 seconds</li><li>➤ The Telephone Screen</li><li>➤ The Telephone Interview</li></ul>
11:00am	<b>Break 15-minutes</b>
11:15am	<b>Timings &amp; Communication</b> <ul style="list-style-type: none"><li>➤ The Recruitment Time Plan</li><li>➤ Costs</li><li>➤ Appropriate communication to Hold a Candidate, Reject or Offer</li><li>➤ References – When, Who &amp; How</li><li>➤ Induction to Retain</li></ul>
12:15pm	<b>Lunch – 30-minutes</b>
12:45pm	<b>The Law</b> <ul style="list-style-type: none"><li>➤ Discrimination – Age, Sex, Race, Disability, Religious</li><li>➤ Questioning to ensure you are within the law, yet getting what you need</li><li>➤ Feedback to the candidate again staying the right side of the law</li></ul>
1:45pm	<b>The Interview</b> <ul style="list-style-type: none"><li>➤ Acknowledge or Question</li><li>➤ Buy time to think before responding</li><li>➤ Body Language &amp; Voice Tone</li><li>➤ Learn how to question effectively and positively</li><li>➤ Discrimination concerns &amp; solutions</li><li>➤ The interview Structure</li><li>➤ Dos &amp; Don'ts</li><li>➤ After the Interview</li><li>➤ Challenging/ strange question – what to do &amp; what to say</li><li>➤ Salary negotiation</li></ul>
2:15pm	<b>The Practical – Recruitment &amp; Interviewing</b>
3:00pm	<b>CLOSE &amp; Agreed Actions</b>