



## Recruitment & Selection

½ day or 1 day course

Recruiting new staff can be daunting, and selecting the right person for the job is not always as intuitive as you might expect it to be. Recruitment can also be costly process – you want to make sure you spend your recruitment budget on the right things, at the right time, and that – most importantly – you select the best candidate at the end of it all. This course will help you consider firstly when (and if) you need to recruit, will then look at all your options for recruiting, and will take you through the process for short-listing and interviewing. Crucially you will learn some top tips for making sure you get it right first time!

### Style of delivery

The workshop is very interactive, and uses a wide variety of exercises to get the delegates thinking about when and how to recruit, and what they can do once they return to their day jobs to put what they have learned into action. The tutor will use lots of real-life examples, and will also draw on personal experiences of recruiting, interviewing and selecting (the good, the bad and ugly!)

### Content

Participants will:

- Look at when is the right time to start employing
- Consider some of the main “fears” behind becoming an employer, and the challenges of recruiting
- Consider how to find the right person/people
- Learn what any business needs to have in place in order to be an employer
- Look at the true costs of recruitment, and therefore the potential losses if it doesn’t go well
- Consider the many options available when recruiting
- Learn from the tutor’s top tips from many years’ experience
- Look at the legal aspects of recruitment
- Work through the process of short-listing and selecting candidates for interview
- Consider the different types of interview and look at examples of questions (and what to avoid).

### What others have said about this course

*“I found this event very useful not only as a trainee but also to support other Managers within their roles.”*

*“Very helpful and practical advice.”*

*“Informative and interesting, with engaging speakers who really know their subject matter.”*

**To find out more or to book this course for your team, call us on  
01536 215240 or email [emma@gatewayhr.com](mailto:emma@gatewayhr.com)**