

# Getting Recruitment Right

## *Our flexible approach means that*

- These modules can be designed to place particular emphasis on areas important to your organisation
- Sessions will generally run for between 2 and 3 hours
- Groups can be anything up to a recommended maximum of 12
- Select a single module (or combination) as appropriate
- All 5 modules can be run as a full one day programme if this is preferred

5 distinct programmes run as separate sessions, in-house in small groups. (1-10 employees/managers)		Specifically the Focus Session will cover:
<b>GRR 1</b>	<b>Overview and designing a robust and compliant recruitment process</b>	Recruitment and what the Law says. What would be the recruitment process for your organisation and how does this compare to best practice.
<b>GRR 2</b>	<b>Drafting role specifications and adding a competency approach to recruitment</b>	The importance of accurately defining the role. How to enhance your process by using a competency framework.
<b>GRR 3</b>	<b>Recruitment strategies, types of interviews, preparation and assessing CV's for interview</b>	All the activities required before interviews commence. The importance of planning and making best use of time for interviews.
<b>GRR 4</b>	<b>Conducting best practice interviews</b>	Looks at all the options, skills, techniques and interviewing tips. Highlights common mistakes we make and how to get the best out of the interview process
<b>GRR 5</b>	<b>Making selection decisions and use of psychometric assessments and profiling tools</b>	How to assess evidence collected during the interview. How additional tools such as psychometric assessments and profiles improve reliability of decision making. <b>Complimentary SHL personality profile and Belbin Team Type reports available for participants.</b>