

DEFINING THE ROLE AND ATTRACTING THE RIGHT CANDIDATE

This event will benefit HR and other practitioners with responsibility for recruitment. The content of the day will cover the first stages of the recruitment and selection process, including developing job descriptions, person specifications, advertisements and how to maximise searches.

Aims:

Participants will be given the opportunity to practise their skills so that at the end of the day they will be able to:

- Make best use of the ECC toolkit and software to help determine the content of the job descriptions and person specifications
- Identify sources of potential applicants and the best way to contact and attract them
- Select the right media and messages for effective advertisements
- Create a formal/informal project plan of the recruitment and selection process
- Review the process and identify improvement opportunities

Programme

10.15	Arrival and Coffee
10.30	Welcome and Introductions
10.45	Defining the vacancy and how the outcomes of role analysis and the software can help with: <ul style="list-style-type: none"> • Job Descriptions • Person Specifications
11.15	Exercise 1: Person Specification Using a job description, a HERA role description and role career mapping data from the ECC toolkit software to draw up a person specification.
12.00	Attracting a good field of candidates
13.00	Lunch
13.45	Exercise 2: What makes an effective job advertisement? <ul style="list-style-type: none"> • Identifying what potential applicants want • Reviewing examples to evaluate effectiveness
14.30	Attracting a good field of candidates using consultants
15.15	Planning and Approval
15.45	Plenary: What comes next
16.00	Close