

SELECTION METHODS AND CHOOSING THE RIGHT CANDIDATE

This event will benefit HR practitioners and others with responsibility for recruitment. It will cover all stages of the recruitment and selection process and will place particular emphasis on ensuring recruiters have the correct information to make decisions, the use of competencies, choosing the best method of selection, good practice and the legal requirements within the recruitment process. It will also help you make best use of the ECC toolkit and the HERA software.

Aims

- Learn how to use the HERA/FEDRA competency framework to aid recruitment
- Develop appropriate recruitment strategies to avoid “poor recruitment”
- Understand all the stages of the recruitment process
- Draw up appropriate selection criteria and effectively prepare for recruitment interviews
- Get the best out of asking the right questions/not asking the “wrong” questions
- Understand the legal requirements of the recruiter and how to avoid discrimination
- Review your own recruitment process and identify improvement opportunities

Programme

10.15	Arrival and coffee
10.30	Welcome and introductions
10.30	Competency development <ul style="list-style-type: none"> ○ Using the HERA software to aid the recruitment process ○ Linking competencies to every stage in the recruitment process
11.15	Exercise 1: Competency based recruitment
11.45	Looking at other ways to supplement the interview process <ul style="list-style-type: none"> ○ A look at psychometric testing ○ Case-studies, role plays, presentations, assessment centres etc
12.15	Exercise 2: How effective is the traditional interview and how can we make the recruitment process more reliable?
12.45	Lunch
13.30	The Interview <ul style="list-style-type: none"> ○ Competency based interviews ○ Preparation ○ Keeping records
14.15	Exercise 5: Interview questions
14.45	The law relating to recruitment and discrimination and how to avoid it
15.15	Exercise 6: Discrimination exercise
15.45	Making the final decision
16.00	Close