



C H A N G E M A T T E R S

RECRUITING AND SELECTING THE "RIGHT" PERSON FOR THE JOB.

AIM

The cost of employing the "wrong" person for the job can be very high in terms of poor decision-making, disruption, lengthy training, supervision, severance, etc. Too often those responsible for recruitment have little experience and training in this very important set of skills. The aim of this workshop is to provide a clear understanding of the recruitment and selection process, develop selection interviewing skills and effectively assess the qualities of the various candidates so that the "right" person is selected.

PARTICIPANTS

This programme was developed for NHS middle managers.

CONTENT

- The Recruitment Process
- Drawing up a Person Specification
- Recruitment Advertising and other Recruitment Media
- Screening and Short-Listing
- Selection Interviewing: Preparation and Conduct of Interview
- Selection Interviewing Skills
- Using Other Selection Methods such as Psychometric Testing and Assessment Centres.
- Assessment and Selection of the "Right" Candidate.