Recruiting New Staff

Course information

tnta

THE NATIONAL TRAINING ACADEMY

Overview

Recruiting new staff can be time consuming and expensive. If you are prepared and your process is well organised, you have a better chance of attracting the right calibre of candidate first time, saving you time and money.

Effective recruitment ensures that the workforce has the relevant skills and abilities for the organisations current and future needs. It is not about filling a vacancy; it is about getting the right candidate for the long-term success of the business.

This course is for anyone that has a responsibility for recruitment; including managers and team leaders who want to embed a consistent approach to recruitment across the organisation.

This course contains the following modules:

Module 1 – Job descriptions and person specifications - In this module you will look at process management and defining roles, skills, and attributes.

Module 2 - Making the most of advertising - In this module you will look at CV's, application forms, covering letters, attracting the right applicant, places to advertise, benefits and drawbacks and processes for recruitment.

Module 3 - Short-listing and interviews - In this module you will look at cross referencing applications against the job description and person specification, different types of communication, interview questions, questioning techniques and references.

Module 4 - Managing the recruitment process - In this module you will look at a recruitment statement, managing the selection process for paid staff and for volunteers, trial periods, safe recruitment and DBS checks.