

# RECRUITMENT & SELECTION BEST PRACTICES – 2 DAYS

Increasingly, line managers and others in the organisation conduct selection interviews. The effectiveness of these interviewers in choosing the right candidates for the job can be improved through training. In this practical workshop, participants will review their organisations' interviewing process and learn best practices for getting the best talents.

## Learning Objectives

Participants will:

- Plan and conduct interviews professionally
- Identify and define competency requirements
- Write brief accurate assessment of candidates to assist management selection decisions
- Identify candidates with the right skills, talents and abilities.
- Ask targeted questions to prevent evasion by candidates

## Learning Contents

- Strategic recruitment and selection process
- Interviewers key responsibilities
- Competency-based selection
- Using job description and personal specification
- The S. T. A. R. Model
- Selection criteria
- Internal vs. External Recruitment
- Interviewing methods
- The interview plan
- How to ask targeted questions

- Taking notes
- Making and writing assessment
- Psychometric tests
- Common mistakes at interviews and how to avoid them

### **Fee:**

N149,500.00 VAT Exclusive

Discounts off regular fees for open programmes: 3-5 nominations – 5%

Programme also available as in-plant. Fee: Negotiable

Date:

April 13 – 14,

July 13 -14,

October 12 – 13, 2023.

### **Who Should Attend?**

HR Practitioners and Line Managers who have responsibility for Talent recruitment and

selection.

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