
RECRUITMENT AND SELECTION

Open to:

BCC

Private Independent & Voluntary Sector

Duration

2 days

Available to

All staff who will be members of recruitment and selection panels.

Aims

This course aims to provide staff with a clear understanding of their roles as members of recruitment and selection panels. Following introductory reading, participants will attend a two-day course, with learning supported by tutors. Participants will practise short-listing applications, drafting interview questions and conducting an interview.

Learning outcomes

By the end of the course participants will be better able to:

- Explain the key features of the City Council's recruitment and selection policy
- Describe their own role and responsibilities
- Identify the stages of the recruitment and selection process
- Prepare a person specification to match the demands of the job
- Plan, prepare and conduct an effective selection interview
- Give constructive feedback to candidates.