

Successful Selection

Module #5

Workshop Contents

This workshop works best run in conjunction with Inspired Interviews if a manager will be selecting and interviewing. It runs as a half day OR 2 x 1 hour sessions + 1 x 1.5 hours.

<p>Section 1: Your recruitment process (1 hour)</p> <p>First we discuss the steps in your recruitment process, and best practise. We cover what you can do to build your employment brand, how you can form the right psychological contract when you recruit and which methods of selection have the most validity. We also look at different methods to shortlist candidates.</p> <p>Learning Outcome: Action plan of what steps to take to recruit and shortlist effectively.</p>	<p>Introductions 10 mins</p> <p>Your process 15 mins</p> <p>Exercise & debrief 35 mins</p>
<p>Section 2: Asking the right questions (1 hour)</p> <p>A key skill for managers is interviewing candidates and ensuring they find the best person for the job. And part of this is asking the right question in the first place. In this section we cover core concepts of different type of interview questions and what may find out the right information needed.</p> <p>If you have competencies or values you recruit on, or set interview questions, we can review these in this section. If you don't, we talk about how to develop these questions effectively. We also talk about legal issues with the questions you ask.</p> <p>Learning Outcome: Have a set of questions that will get the right information.</p>	<p>Question concepts 15 mins</p> <p>Legal requirements 15 mins</p> <p>Exercise & debrief 30 mins</p>
<p>Section 3: Checking Candidates (1.5 hour)</p> <p>In this last part of the workshop, you'll work through the different types of probity and selection checks that you can do with your preferred candidate. We cover legal issues around reference checking and probity checks, and run through some case studies to check you know what to look out for.</p> <p>Learning Outcome: Demonstrating checking candidates correctly.</p>	<p>Overview & exercise 30 mins</p> <p>Legislation 45 mins</p> <p>Action Plan 15 mins</p>