

Interviewing skills, the foundations of recruitment

This course enables you to define what you need in a new hire and prepare clear, accurate role requirements to support fair and effective recruitment.

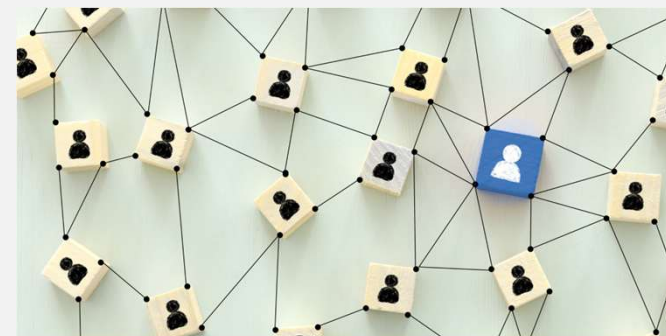
Course content

In this course, you will learn the essential skills and techniques needed to prepare for and conduct effective interviews, helping you make fair, confident, and informed recruitment decisions. The course covers:

- The benefits of hiring right
- Who do you need to hire
- Skills and diversity
- Job descriptions and job specifications

Learning objectives

- Explain the importance of effective hiring decisions and their impact on your team and organisation.
- Identify the key skills, experience, and diversity considerations needed for the role.
- Create clear and accurate job descriptions and job specifications to support a fair recruitment process



Approximately 20 mins (self-paced)



For hiring managers



Enquire for prices



Optional extra: Post eLearning role-play and workshop - enquire for prices