

Recruitment, Interviewing and Selection

Effective recruitment to employ the right candidate Implement an effective recruitment process that encourages informed and objective decision making and selection of the most suitable candidate. The impact of recruiting an unsuitable candidate is significant and the often hidden costs of dealing with poor performance and then having to re-recruit can have a debilitating effect on a school.

Course Outline

This is a highly interactive and practical session which shares a wide range of options with delegates to ensure that the selection process is rigorous, complies with all legislation and helps to ensure that the most suitable candidate is ultimately appointed.

By the end of this session delegates will be able to:

- Create and follow an effective recruitment process
- Understand their legal and regulatory responsibilities while recruiting
- Prepare effectively for interviews and other assessment methods
- Appreciate the dos and don'ts of interviewing
- Compare making recruitment decisions on intuition rather than a structured criteria
- Understand the types of questions that should and should not be asked at interviews.

Please note, cancellations received within three working days of the course, or failure to cancel, will be subject to an administration charge of £50. Cancellations can be made by calling us on 01603 303355 via SLA Online, or by emailing governorservices@educatorsolutions.org.uk

Audience

All Staff

Trainer

TBC

Date

24/01/2019

Time

09.00 am—16.00 pm

A free lunch is provided

Venue

Norwich Professional
Development Centre

Cost

Free to subscribing
schools

£140 per delegate to non
subscribing schools

Course Ref

GOV-0119-T020



**For more information and to make a booking
www.educatorsolutions.org.uk
or call 01603 307710**

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