

MASTERCLASS SERIES

Recruitment and Selection – Day 2

Overview

This interactive program will provide participants with the background knowledge, tips and tools to undertake a fair and credible interview and selection process.

This program will explore how to conduct effective interviews, look for appropriate responses, determine cultural fit, rate overall interview performance and conduct reference checking to select the right candidate

Designed for

Business Owners, Managers with Human Resources Responsibilities

Program Duration: Half day (9am to 1pm)

Max Participants: 6

Investment: \$345.00 plus GST

Content

Topics addressed include:

Conducting an Interview;

- How to maximise your interview
- Tips for note taking
- What can I ask? What can't I ask?
- How do I get the best out of my candidate?
- How do I control an interview and maintain the candidate's self-esteem?

Rating Overall Interview Performance;

- How do I objectively rate a candidate's performance?
- What weighting do I place on aspects of the candidate's interview performance?
- What if I am unsure?

Reference Checking;

- What information can I get from reference checking?
- Can I use my 'networks' to reference check a candidate?
- Can I use social media as a reliable reference checking resource?

Learning outcomes

At the conclusion of the workshop participants should:

- Understand what makes a legislatively compliant recruitment and selection interview
- Understand the benefits of an EEO compliant interview and selection process
- Understand the importance of well conducted and controlled interviews
- Be more confident to conduct interviews
- Be able to objectively rate overall interview performance
- Understand the role of reference checking in the overall recruitment and selection process