

Duration: 1 day

Who should attend: This course is designed to enable managers to build on existing knowledge and focus on making clear, objective, and unbiased recruitment decisions.

By the end of this course, delegates will:

- Be able to explain the stages in the recruitment process and your key responsibility as a line manager.
- Have practiced working together as an interview panel to achieve fair outcomes.
- Have practiced short listing a number of applications for a vacancy.
- Have considered how to make a good interview experience for a candidate.
- Have practiced making selection decisions fairly and objectively and considered the skills needed.
- Be able to describe how you would use the competency framework within the short-listing process and how they can be used for fair selection.
- Have practiced drafting effective interview questions and used questions to structure an interview.
- Have considered how to manage a panel member that may be allowing an unconscious bias to come into their decision making.