

Course L019: Shortlisting Candidates & Interview Techniques

COURSE DURATION:

45 minutes

TARGET AUDIENCE:

- Line managers or other staff involved in shortlisting candidates or conducting job interviews

AVAILABLE IN:

- Audio
- Non-Audio

DELIVERED VIA:

- Intranet
- Internet

Having completed this course the learner will be able to:

- Identify a pool of high quality candidates by using assessments and an objective shortlisting process
- Conduct a successful recruitment interview

A long list of potential job candidates is, in many ways, a nice problem for a manager. What is not so nice, however, is the prospect of making mistakes in the shortlisting process, and so losing the best candidate. Having achieved the learning outcomes of this course the learner will be able to avoid this problem and ensure that he or she is left with a genuine list of the best candidates. The learner will also be able to organise and conduct effective recruitment interviews calculated to identify the best candidate from the recruitment shortlist.

For any organisation or company its people are its lifeblood; finding and hiring the right people, however, is a major challenge, given the competition for staff with the right skills, knowledge and attitude. For this reason, it is vital that any person with a responsibility for, or a role within, staff recruitment is highly competent to perform that function. Failure to ensure this competence will result in an inability to attract the right people, and/or a failure to identify those people at the time of recruitment.

Course Content

- Operating an effective shortlisting process
- Designing an effective job application form
- Using tests and assessments
- Conducting effective interviews