

Core Management Series – Recruiting the Right People

Programme Overview

Summary

Ensuring our recruitment process is transparent, fair and consistent means that we attract a wide range of applicants from diverse and varied backgrounds and enables us to build an open and inclusive workplace.

Selecting the right people for the right jobs is a key part of a line managers role but the process can be filled with pitfalls and potential legal consequences if carried out incorrectly.

This highly practical, thought provoking workshop increases awareness of our own internal biases and covers the key skills needed to recruit correctly.

You will leave the workshop with a clear understanding of what to consider when recruiting and the skills and confidence to plan and conduct interviews in a clear and transparent way to ensure we recruit the right person for the role

Style and Approach

This one-day interactive workshop includes a variety of challenging activities, case studies, group work and action planning.

Programme Structure

One day

Audience

Line managers

Group size

16 Participants

Programme Overview

Preparing for the workshop

Prior to attending: Recruitment Management e-learning must be completed as a mandatory requirement.

Programme Topics

- Case law and the impact on recruitment
- Unconscious bias
- CV's – best practices, pitfalls and unintended consequences
- Shortlisting – best practices, pitfalls and unintended consequences
- Interviewing – best practices and making the right decisions
- Feedback – pitfalls of unhelpful feedback and practice using case studies

Outcomes

Having attended this course, you will be able to:

- Recognise the critical role that relevant criteria play in making recruitment decisions
- Identify potential areas of bias and how to avoid discrimination at each stage of the recruitment process
- Develop the skills and confidence to sift and shortlist CV's against relevant criteria
- Outline a set of behavioural standards for interviewing which avoid giving misleading messages to candidates
- Construct and deliver meaningful feedback to candidates

How to Apply:
You can self-nominate via Oracle.