

The Art of Recruitment

Programme Overview

Summary

Selecting the right people for the right jobs is a key part of a line managers role. 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.

This highly practical and interactive workshop builds on the theory of the e-learning modules and gives line managers an opportunity to practice the key skills needed to recruit staff correctly.

You will leave with the confidence to define role requirements, select the most suitable candidates and plan and conduct interviews in line with Network Rail requirements in a clear, transparent and consistent way.

Style and Approach

Highly practical experiential learning sessions with a modern approach to learning which is professional and engaging.

Programme Structure

Two days

Audience

Any line managers who need to recruit new team members

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

- eLearning recap
- Defining job criteria
- Conscious and unconscious bias
- Reasonable adjustments
- CV sifting and shortlisting
- Questioning techniques
- Making quality interview notes
- Scoring an interview fairly
- How to give interview feedback
- Structuring an interview
- Skills practice
- Action Planning

Outcomes

Having attended this course, you will be able to:

- Select the relevant competencies for your vacancy and shortlist candidates against these
- Recognise how to avoid discrimination and bias throughout the recruitment process recognising adjustments that can be made
- Use a variety of question techniques to draw out relevant information from candidates
- Develop confidence in writing up quality interview notes to enable clear and consistent scoring
- Score candidates in a fair and consistent way and provide constructive feedback to unsuccessful candidates
- Demonstrate effective interview techniques.

How to Apply:

You can self-nominate via Oracle.