

Aster Training

Aster Interim Solutions Limited

Recruitment and Selection

Price: £245.00

Course Overview

Recruiting staff is a time consuming and costly exercise. It is also a high-risk activity – finding the wrong person is easy, finding the right person is more difficult.

By applying the techniques and processes within this one day recruitment and selection training course you will significantly increase your chances of finding the right person for your organisation first time.

What you will learn

At the end of this course delegates will be able to:

- Identify the key processes within the recruitment and selection activity
- Understand employment legislation as it relates to recruitment and selection
- Utilise different methods of attracting and selecting staff and understand the advantages and disadvantages of each
- Develop criteria for selection that will improve the ability to select the most appropriate applicants
- Understand the importance of adopting varying approaches to enable effective recruitment

Course Content

The recruitment and selection training course covers the following topics:

- The importance of getting it right
- Costs of recruitment
- Plans policies and strategy

- Recruitment related employment legislation
- The recruitment process
- The importance of Job descriptions
- Person specifications
- Advertisement writing
- The Selection processes
- Interviewing techniques

The recruitment and selection training course is limited to a maximum of twelve delegates. Course costs cover the training workshop, a set of comprehensive course notes, lunch, refreshments and an attendance certificate.

This is a non-residential training course. This course can be delivered in house if required. For further information contact Aster Training on 01296 720281 for a free consultation.

Costs are exclusive of VAT which is chargeable at the current rate.

Prices are correct at the time of publishing but may be varied in line with market conditions from time to time.

[Vendor Information](#)