



## Recruitment, Interviewing & Selection

Inspiring Lives, Discovering Futures

### The Course

#### In brief...

People are your best resource! Make sure you appoint the best person for the job and make a difference to your business.

#### What the Course Leads to

#### What courses can I do after this?

You may wish to attend further one-day professional workshops.

#### What do I need to apply

#### To do this course you should have...

There are no formal entry requirements.

#### Course costs

Course Code	Start Date	Costs 16-18	Costs 19-23 (with concessions)	Costs 19+ (no concessions)
SQNXpz2117	TBC	TBC	TBC	TBC

\* Please note fees are subject to change.

#### Costs

£200.00 per person

#### Course Content

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How confident are you attracting the calibre of applicant you really want? Being able to construct and write an appealing but precise recruitment advertisement is just one element of this essential workshop. You will also learn how to draw up a job description and person specification to enable you to focus on what is important in this position. You will get a chance to short list a range of candidates for a position, prepare for and structure the interview and use good questioning techniques to identify the right candidate.

### Key Information

#### Duration

1 Day

#### Attendance

Part-time

#### Level

Other Courses

#### Qualification Name

College Certificate

#### Awarding Body

Bournemouth & Poole College

#### Next Steps ...

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