



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

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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Live chat available on the website

