

Hiring and Selection

High Impact Interviewing

3gHR's Hiring and Selection programme covers the essentials of effective recruitment, ensuring a professional candidate experience from start to finish.

This one day programme is designed for anyone wanting to develop skills and confidence in networking and establishing rapport with others.

The starting point is preparation. Making sure that job descriptions accurately describe the roles on offer is critical to ensuring valid candidates apply. Advertising and the subsequent sifting of applicants means you need to know what you are looking for, and how to identify those you want to invite for interview.

All this before the person walks through the door.

The workshop goes on to look at effective interview communication, from asking the right questions, listening for "clues", building rapport to closing the conversation.

Finally, we look at how to make effective hiring decisions, preparing final notes, giving candidate feedback and planning for Induction - making sure the process is safe and legally compliant.

The workshop is experiential, energetic and practical; which means that participants will leave feeling more confident in their interviewing techniques and motivated to implement personal action plans to help improve the way they conduct interviews.

The Learning Outcomes

- Bring people on board who have the potential to progress within your organisation
- Ensure job descriptions are accurate and clear
- Effectively sift applicant CVs and create a compelling shortlist
- Prepare effectively for an interview
- Know how to structure an interview
- Ensure you are always interviewing within legal guidelines
- Appreciate how to avoid the common recruitment mistakes
- Make people feel relaxed in interview situations
- Ask questions to uncover relevant skills and competencies

