



Resourcing, Recruitment and Selection

This course covers the complete recruitment process, from recognising that you need to recruit to introducing your appointed candidate into your organisation effectively. Each stage is fully explained by looking at alternatives, planning, outlining the role and the ideal candidate, recruiting internally, externally, globally, using agencies, internet, advertising, shortlisting, interviewing, testing, selecting, appointing, and running induction programmes. With sample forms and examples of paperwork and processes described, this course will equip you with every skill you need to identify and appoint the right new staff member for your organisation.

Week 1: Introduction

The content of this week is:

- whether or not you need to recruit
- how to predict the need to recruit
- how to put together a job description / person specification
- how to set a salary range
- advantages of part-time/full-time staff, job-sharing, using freelancers
- how to find the right agency, what agencies and headhunters cost
- other external recruitment sources explained in detail: job centres, job fairs, professional bodies, clubs, societies, schools and colleges, internships, open days, graduate recruitment, online recruitment.

Outcomes:

By the end of this lecture, participants will become more aware of their current employee situation and be better able to develop a clear and detailed job description, along with identifying the ideal person needed to fulfil the vacant position. Along with this, participants will gain more knowledge on the various routes available to source employees including the advantages and possible restrictions of each.

(Lecturer: Dr Berna Bridge)

Week 2: Advertising and application forms

The content of this week is:

- how to write a recruitment advertisement
- how to make your advertisement stand out
- how to get value for money
- how to measure the effectiveness of your advertisement
- how to design an application form
- what application forms can tell you about a candidate
- how to shortlist candidates
- how to deal with a large response
- how to reject unsuitable candidates



Outcomes:

By the end of this lecture, participants will be better able to lay out and design an eye-catching and effective job advertisement, suitable for the specific position vacant. Participants will also gain more awareness of the contents required on application forms so that they provide sufficient detail to assess potential candidates, as well as opportunity for candidates to submit enough detail to provide a clear indication of their suitability or not. Participants will examine methods to shortlist candidates and how to diplomatically reject those deemed not successful.

(Lecturer: Eladia Posthill)

Week 3: The Interview

The content of this week is:

Preparing the interview:

- where to interview
- when to interview
- who should conduct the interview

Starting the interview:

- how to greet and relax candidates
- how to build rapport
- how to prepare for the interview on the whole

Questioning techniques:

- how to prepare questions
- about the different types of questions you might ask
- how to keep questions up your sleeve

The interview style:

- how to structure your interviews
- about different interview styles
- about the roles you and your colleagues can play during the interview

Observation:

- body language and what it says about the candidate
- how to listen to what the candidate is saying to you
- how to control an interview
- how to bring an interview to a close

Outcomes:

By the end of this presentation, participants will investigate methods to prepare and run interviews for the position to be filled. This will include examples of ways to draw out the best from candidates and to better highlight those who would be most suitable for the position they are applying for. Participants will also gain more awareness of ways to



observe, listen and respond appropriately during the interview so that the most suitable candidate can be chosen.

(Lecturer: Dr Berna Bridge)

Week 4: Selection Process

The content of this week is:

- the different selection tests you could use
- how to select candidates for a second interview
- about job previews and other ways to make certain that you have made the right choice
- how to make verbal and written offers
- how to take up references
- what conditions you should include in your offer of employment
- methods to reject unsuccessful candidates

Outcomes:

By the end of this presentation, participants will have examined the most effective methods for successful selection of candidates, including the importance of arranging second interviews and any other stages required before final selection is made. Participants will also look at the process of offering employment including documentation and checks needed to ensure the candidate meets the specific requirements of the organisation and position to be filled.

(Lecturer: Eladia Posthill)

Week 5: New Employee

The content of this week is:

- about the types of contract you might offer
- about the minimum legal requirements regarding employment contracts
- what your new employee should know before they start
- how to introduce them effectively into the organisation
- how to organise an induction programme
- sex discrimination act (1975)
- race relations act (1976)
- race relations amendment act (2000)
- disability discrimination act (1995)
- equal pay act (1970)
- Taking it further: some useful websites for resourcing, recruiting and selecting...

Outcomes:

By the end of this presentation, participants will have examined the specific details included in a variety of contracts with focus on legal, cultural and organisational areas that need to be



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addressed. Participants will then consider the effectiveness of the overall route taken for their recruitment processes and consider ways this might be improved in the future

(Lecturer: Dr Berna Bridge)