

Getting the right person for the job – training session

By Kate Cobb



Synopsis

This participative training session for use by trainers and recruitment managers gives an overview of the recruitment process, shows the importance of the person specification in job selection and how interviewing questions can be planned so that the ideal candidate is found.

How to ...

How to design and manage a recruitment process.

How to write a job description and a person specification.

How to write interview questions and interview candidates.

Kate Cobb

Kate Cobb is an experienced training consultant working internationally with public, private and not-for-profit organizations. A previous senior manager herself, her specialisms include management, leadership, personal development, communication and team working. She coaches senior executives and is also an author of training publications on a variety of topics aimed at managers and trainers. Kate lives in the South of France.

Introduction

Recruiters want to fill their vacancies with the right people right away! This training session gives participants an overview of the selection process and the importance played by the person specification. Participants will experience writing a person specification and planning interview questions.

The session is equally useful for trainer's use and managers who have recruitment responsibility.

You are provided with notes, exercises and copy for overhead transparencies you can use with groups.

Session time: 2 hours 30 minutes

Suggested group size: 8-12

Introduction – 5 minutes

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Ask the group for their general comments on this statement.

Make the point that in order to get the right person for the job, you need a planned and systematic selection process.