

Attracting Candidates and Producing Job Adverts



Duration: 40 mins

Course level: Introductory

Delivery method: Online

Introduction

The average cost of recruiting a new member of staff is £4,333. Choosing the wrong person for the job may not only prove expensive – it can also have a negative impact on productivity and staff morale.

To attract the right candidates, job adverts must be accurate and appropriate. They must also appear in the right place at the right time.

Attracting Candidates and Producing Job Adverts provides guidance on preparing and placing an advert that successfully reaches and attracts a good selection of the best candidates.

Who is the course for?

This course is a basic introduction for managers or others who are new to recruitment and selection. There is no need for any prior knowledge or relevant experience and there are no formal entry requirements.

What will you get from this course?

When you have completed this course, you will be able to:

- identify appropriate candidate sources
- construct and place an effective job advertisement.

Course features

You can start this online course straight away and work on it at any time, providing you have access to a computer with an internet connection. The course is available for six months from the date first accessed.

The course consists of a series of information screens and simple exercises such as multiple choice and true or false questions.

A final ten-question test gives you a score and red or green colour coding shows you whether or not you have passed the course.

Other courses you might be interested in

Writing Job Descriptions and Person Specifications
Shortlisting Candidates and Interview Techniques

Candidate References and Selection
Age Awareness
Employment Law

Course code: 103080BT039

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