

Shortlisting Candidates and Interview Techniques



Duration: 40 mins

Course level: Introductory

Delivery method: Online

Introduction

Recruitment is one of the biggest single costs for those managing staff, according to The Chartered Institute for Personnel and Development.¹

To get the maximum value from the recruitment process, managers need a number of key skills. They need to be able to shortlist a good selection of suitable candidates and effectively interview the candidates they select to identify the right person for the job.

Shortlisting Candidates and Interview Techniques provides a basic introduction to shortlisting and outlines essential guidelines for successful interviewing.

Who is the course for?

This course is most suitable for people who are likely to become first-time managers, or are already in the post but have had little or no formal training and limited work experience. It is particularly appropriate for team leaders, owners of small businesses and sales professionals.

The easy to follow, step-by-step format of this course means people can work at their own pace, making it ideal for anyone who is new to the shortlisting and interviewing process.

This course is appropriate to any business sector, there are no formal entry requirements and employees do not require any prior experience.

What will you get from this course?

When you have completed this course, you will know how to:

- identify a pool of high quality candidates using assessments and an objective shortlisting process
- conduct a successful recruitment interview.

¹Personnel Today, May 2005.

Course features

You can start your 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 that are followed by immediate feedback.

A selection of additional resources, such as Course Notes and a Checking References Checklist, is available to download and print.

A final ten-question test gives you a score and shows you whether or not you've passed the course. The test can be repeated as often as necessary.

Other courses you might be interested in

Writing Job Descriptions and
Person Specifications
Attracting Candidates and
Producing Job Adverts
Candidate References and Selection

Age Awareness
Employment Law
Disability Legislation
Race Legislation

Course code: 103080BT040

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