

# Rhema Leadership & Management Development Courses

**Course Title:** Recruitment Skills

**Duration:** Two Days

## Course Objectives:

As a result of this course you will be able to:

- Understand the recruitment process
- Define your requirements for a job
- Review CVs and application forms
- Structure the selection interview
- Use effective selection interviewing skills
- Accurately assess candidates for a job

## Course Content:

- Defining your requirements
- Creating a person specification
- Reviewing CVs and Application forms
- The interview planning process
- Selection interviewing skills
- Identifying the information you want from the candidate
- Structuring the interview
- Avoiding bias; making accurate assessments