



Recruitment and Interview Skills

Course outline

Audience

Team leaders, supervisors, managers and HR professionals in scientific and non-scientific disciplines in the Life Sciences sector

Duration

Half day

Objectives

Line management responsibilities include the ability to recruit the best employees for their team.

Recruitment and interview practices and policies are continuously evolving, but there are also some fundamental good practices and tips for applying these effectively.

This course provides an opportunity for team leaders, supervisors, managers and HR professionals to learn about established good practices as well as the latest in recruitment and interview skills.

The course will combine presentations with opportunities for discussion and practical exercises.

Content

1. Recruitment:
 - Understand the importance of good selection decisions
 - Be able to follow a structured, consistent process for recruitment
 - Know how to prepare for and conduct effective interviews
 - Use competencies to identify the best candidates for positions
 - Avoid some of the common interviewing traps, errors and biases
2. Understand key elements of employment law and types of discrimination relating to recruitment
3. Identify your next steps for applying what you have learned

Availability and cost

Please get in touch with the training provider at info@riverrhee.com, tel +44 (0) 7876 130 817

