

RECRUITMENT & INTERVIEW METHODOLOGY

Recruitment of new employees should be done with care. Recruiting the wrong person can be fraught with problems in many regards, not least when it comes to the costs involved. Don't hire somebody just on gut instinct. There are many methods and techniques available to avoid mistakes and ensure successful recruitment.

This course is for those of you who work in or will be working in recruitment as part of your job, either specialising in personnel or as a manager. You probably choose to be involved in the recruitment process yourself, rather than engaging a recruitment agency. The course covers creating job requirement profiles, preparing and carrying out skills-based interviews, assessing various selection tools, and collecting references. The course also addresses the importance of cultural diversity when recruiting.

The course provides a basis for qualified work through the entire recruitment chain. Extensive practical exercises in each of the different segments offer practice, and provide the opportunity to give and receive feedback.

At the end of the course, you will have the skills to complete a thorough recruitment process with a high success potential.

COURSE CONTENTS

- ▶ Producing and interpreting requirement profiles
- ▶ Recruitment policies with cultural diversity
- ▶ Preparing questions based on the requirement profile
- ▶ Interview practice with feedback
- ▶ Assessment of the interview
- ▶ Different selection processes' forecasting capacities

SCOPE

The course covers 3 days of teaching 09.00-16.00 (the first day, however, starts at 10.00).

FEES

FÖRETAGS
EKONOMISKA

INSTITUTET

'88'

fei.se

COURSE DATES
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