

## Recruitment & Selection

### Introduction

This practical and interactive course concentrates on preparing for and conducting interviews, as well as covering other vital areas necessary for effective and efficient recruitment.

### Aims & Objectives

Delegates will be able to:

- Describe the recruitment and selection process.
- Plan and undertake effective one-to-one interviews.
- Explain the legal, social and political context of recruitment and selection.
- Compile an appropriate person specification.
- Arrive at soundly based selection decisions combining information from a variety of sources and ensuring the support of all interested parties.

### Who Will Benefit?

- Business Owners
- Managers
- Chef Managers
- Supervisors who are responsible for recruitment and selection

### Course Duration

- 1 day

### Outline Content

- Recruitment and selection process
- Compiling Person Specifications
- Equal Opportunities
- Dealing with Subjectivity
- Interviewing Skills

For further information please visit [www.impactld.co.uk](http://www.impactld.co.uk).

Alternatively please contact Impact on **08451 580 073** or email [info@impactld.co.uk](mailto:info@impactld.co.uk)