

Recruitment for Results

Duration: 2 Days

Introduction

This course will enable you to explore the specific candidate and evaluator competencies required for recruiting senior managers. You will consider and evaluate your current practice and consider the benefits of a range of different approaches.

Course Aim

We aim to provide a range of practical guidelines and templates to help you to practice and develop your skills in the preparation and behavioural techniques needed to achieve successful and strategically beneficial outcomes from your executive recruitment and selection activities.

Target Audience:

Individuals with responsibility for recruiting individuals to senior or niche positions in their organisation. Recruitment panel members who wish to use evidence based approaches to improve their collective decision making

The core content of the course will enable you to:

- ✿ Examine the end to end process and responsibilities within your recruitment process and identify areas for improvement
- ✿ Identify specific competencies required for roles in your organisation
- ✿ Design specifications for specific roles in your organisation
- ✿ Formulate evidence based questions to enable the candidate to display the competencies and evaluate their responses
- ✿ Conduct a personal assessment against the 4 elements of Emotional Intelligence and consider the emotional intelligence qualities required of senior executives in the business
- ✿ Identify the skills, knowledge and appropriate behaviours to support the future needs of the organisation
- ✿ Interview senior executives with confidence adapting your behaviour to communicate successfully with your candidate
- ✿ Consider a strategy for utilizing online and social networks for specific or niche roles
- ✿ Protect and enhance their employer brand and ensure compatibility with the organisations values

Course Content

Identifying the issues that impact your performance

- ✿ The candidate's seniority & feeling intimidated
- ✿ What is the effect on your behaviour during the recruitment activity?
- ✿ What is the effect of your behaviour on the candidate?
- ✿ What is the possible effect on your decision to hire?
- ✿ Is your policy designed to support or hinder?
- ✿ Evaluating the effectiveness of your process

Considering key competencies – Identifying positive and negative criteria

- ✿ Identifying the competencies required for effective performance
- ✿ Distinguishing between effective and mediocre performance criteria
- ✿ Designing effective competency based questions and evaluating responses

Emotional Intelligence

- ✿ Increase awareness of the characteristics of emotional intelligence
- ✿ How your emotions can lead to specific behaviours in yourself and others
- ✿ Identify roles in the organisation that require distinguishing EI characteristics
- ✿ Recognising five basic competencies that comprise the field of Emotional Intelligence
- ✿ Why emotional intelligence is essential for senior executives
- ✿ Questions to explore and evaluate emotional intelligence

Recruiting & attracting senior executives

- ✿ Examine the process and pitfalls for recruiting for senior positions
- ✿ Consider the benefits of utilizing online networks for recruitment
- ✿ Using LinkedIn, Twitter & Facebook to source candidates
- ✿ Strategic implications and resource requirements of maintaining a presence amongst these networks

Corporate values & branding

- ✿ Demonstrative positive interpersonal skills that emulate your company's values during the recruitment process
- ✿ Explaining your organisations values and culture
- ✿ Looking for evidence of good fit to your corporate values
- ✿ The impact of your behaviour on your organisations image
- ✿ Evaluating the experience from the client perspective

Positive interpersonal skills that build rapport

- ✿ Connecting with candidates recognising information that enables you to build rapport
- ✿ State management -Avoiding sending out distracting signals & the impact of negative body language
- ✿ How to take notes and demonstrate that you are listening
- ✿ Assigning panel member roles & coordinating the process

Behavioural based interviews

- ✿ Preparation & structuring your candidates expectations
- ✿ Conduct an interview for a specific role required by the business



spectrum

effective training solutions

- ✿ Asking effective and valid questions,
- ✿ Looking for evidence, the mental process of listening
- ✿ Recognising candidate needs and wants, aspirations and motivation
- ✿ Summarising and seeking clarification
- ✿ Provide evidence based feedback

