

Shortlisting Candidates And Interview Techniques

Course length: 45 mins*

Course Code: 103080BT040

This is the fourth in a series of five short courses on the recruitment process. It shows you how to shortlist candidates and conduct a successful recruitment interview.

Benefits for the Learner

Shortlisting enables you to reduce the candidate pool to a manageable size. Interviewing helps you to define it even further. But unless you have the skills to shortlist and interview effectively, you run the risk of letting the ideal candidate slip through your net!

This course guides you through the shortlisting and interview process and gives you new skills to help you filter out unsuitable candidates at each stage.

Benefits for the Business

The shortlisting and interviewing process is a key step in ensuring that you choose the best person for the job. But unless your business employs a personnel manager who arranges and conducts interviews every day, you will probably face the task once or twice a year at the most – and without adequate training, you run the risk of losing the best candidate for your job!

This course gives your managers the skills they need to get it right when they need to choose that one ideal employee from hundreds of hopefuls.

What Does the Course Cover?

- Operating an effective shortlisting process
- Designing an effective job application form
- Using tests and assessments
- Conducting effective interviews

How Long Does the Course Take?

You can work through this course at your own pace. It should take you around 45 minutes to complete.

*Courses are accessible for six months from the date of purchase.