

Candidate References And Selection

Course length: 45 mins*

Course Code: 103080BT041

This is the final course in a series of five on the recruitment process. It shows you how to conduct a thorough reference check that adheres to current legal parameters.

Benefits for the Learner

References form a key part of the selection process. They ensure that your preferred candidate has given correct details with respect to their skills, qualifications and previous employment and can provide invaluable information as to their character, reliability and honesty.

This course gives you the skills to know how and when to request meaningful references and will help you to read between the lines of the information you receive. It will also help you to ensure that you are legally entitled to receive the information you request.

Benefits for the Business

This course will help you to ensure that your managers do not fall at the final hurdle in the recruitment process.

Unless you equip your managers with the right training to read between the lines of references, your business runs the risk of rejecting the right candidate, recruiting the one one or, worst of all, falling foul of the law.

What Does the Course Cover?

- How to check references
- The legal considerations
- The steps in an objective recruitment selection process

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.