

Using Competencies to Recruit and Select

Finding the right fit – people who don't only have the correct academic qualifications and relevant experience, but the right attitude and necessary soft skills – can be daunting. This workshop equips participants with the knowledge and practical skills needed to interview and select successfully by using competency-based techniques to determine if candidates exhibit both the “softer” and “harder to get at” behaviours.

Target audience

All line-managers, senior managers, HR professionals and anyone who will be required to interview candidates.

Outcomes

- Explaining the various pieces of legislation that impact on recruitment and selection of candidates
 - Applying the requirements of the legislation to recruitment and selection practices
 - Explaining the competency-based approach to recruitment and selection
 - Obtaining the information needed to recruit candidates for particular positions
 - Deciding on an appropriate selection procedure and drafting an action plan for the chosen selection procedure
- Preparing the interview and selection criteria for a competency-based recruitment campaign
 - Selecting appropriate media channels to use for a recruitment campaign
 - Preparing a recruitment campaign budget
 - Defining competence and competencies in relation to their use in selection interviews
 - Using different types of selection interviews appropriate to the position being recruited for
 - Using appropriate questions during the interview to elicit required information
 - Using competency-based questions and scoring methods during the selection interview
 - Recording the outcomes of interviews to facilitate decision-making about the suitability of candidates

Outline

- The impact of legislation on recruitment and selection practices
- Planning and preparing for recruitment and selection. Covers: job analysis of the position, drafting the required competencies (and behaviours) and specifications for different roles and identifying organisational and job-fit requirements
- Drawing up competency-based interviewing guides including asking appropriate questions to elicit strong evidence
- Rating and weighting scales
- Conducting competency-based interviews, recording responses and rating competencies to reach a decision
- Determining whether the candidate has the right skills, knowledge, values and motivation for the position and the company

The manual also includes additional information on:

- Planning and preparing a recruitment plan
- The cost of recruitment, budgets, advertising and general administration
- Initial screening and short-listing techniques
- Conducting references, credit and criminal checks
- Making offers and declining unsuccessful candidates

Duration

Two to three days.

This workshop is highly customisable and it is recommended to do so. This workshop can also be modified for executive level.

For more information about our Using Competencies to Recruit and Select Programme please call 028 272 9099 or email info@solutionsconnectafrica.com