

## Competency Based Recruitment

Based on two decades of international research, this workshop explores the personal qualities that result in high performance. We start by learning how to clarify the work that needs to be done and use this understanding to identify the personal qualities that are needed in a successful job holder. We then move on to explore tools and techniques for in-depth evaluation of candidates. Participative exercises and role plays develop sophisticated interviewing skills; and the course culminates in a mock selection event involving volunteer candidates.

### Overview

<b>Type of Learning:</b>	Workshop
<b>Suitable for:</b>	HR Practitioners and Managers who are actively involved in recruitment on a regular basis
<b>Duration:</b>	3 days
<b>Key Question:</b>	How can we maximise the likelihood that the person we select will go on to give a great performance in their new role?
<b>Expected Outcomes:</b>	This workshop equips you with the skills to match people to jobs – both for external recruitments and internal appointments; job:person fit is a key driver of employee engagement, so you can significantly impact bottom line organisational performance as a result. In addition, you will reduce the extent to which you have to waste time and resources managing the poor performance that results from inappropriate appointments
<b>Content Information:</b>	<p>The workshop will equip you to do the following:</p> <ul style="list-style-type: none"> <li>➤ Identify what factors contribute to a good recruitment process</li> <li>➤ Know what steps to take when designing a recruitment process</li> <li>➤ Draw up a comprehensive job description</li> <li>➤ Determine personal qualities necessary for good performance</li> <li>➤ Translate these into recruitment criteria</li> <li>➤ Choose appropriate assessment tools</li> <li>➤ Advertise a position appropriately</li> <li>➤ Screen applications and draw up a short list</li> <li>➤ Organise an appraisal event</li> <li>➤ Conduct a 'Behavioural Event Interview'</li> </ul>

- Design and run a 'Work Sample Test'
- Make a selection decision
- Validate and continuously improve your recruitment process

**Other Information:** The workshop develops sophisticated skills in interviewing technique which are refined during a mock selection event involving volunteer candidates

"I found the Competency Based Recruitment course fascinating, enjoyable and useful. The key messages learned remain clear in my mind and I still refer to the well written manual three years later. As a finance professional, it has been wonderful to have the vocabulary and skills to find the person we are really looking for rather than being limited to an unsatisfying diet of tasks, qualifications and difficult-to-evaluate experience."

**Samantha Musoke | ACA, MA Hons Cantab**

## Contact Us

For further information about this solution, or to receive a formal proposal, please contact [info@theleadershipteam.org](mailto:info@theleadershipteam.org)