

Recruiting Hiring People

Seminar objectives

The participants

- Will be able to produce a job specification for a position.
- Will be able to read references and evaluate the candidate's documentation.
- Will be able to recognise the relationship between the applicable motives required to perform the role and career success.
- Understand how the interview atmosphere impacts the interview outcome.
- Conduct the interview process professionally and utilise the various types of interview questions:
 - Situational questions
 - Questions relating to professional motivation
 - Projective questions
- Will be able to identify suitable candidates.
- Develop a plan of action to improve the employee selection process.

Contents

- Requirement analysis (objectives, key criteria, personal requirements, k.o. criteria, DISG® types, motive)
- Defining requirement profiles
- Reading and evaluating candidate's documentation (cover letters, references, resumes...)
- Interview techniques (situational questions, questions regarding professional motivation, projective questions, interview guidelines, motivational structure, DISG® types)
- Interview: Role-play



Methods

- Lectures
- Group work
- Single work
- Exercise
- Case studies

Organisation

- Target Groups
 - Service Manager
- Period
 - 2 days