

# The recruitment and selection process



How do you recruit the best person first time? Recruiting new members of staff and volunteers can be time consuming and expensive, therefore you need to ensure you get the most out of your recruitment process.

This course is for committee members/trustees, managers and supervisors to promote a consistent approach to recruitment across the organisation.

## This course focuses on:

- Developing job descriptions, person specifications and the benefits
- Identifying advertisement options to suit your target market
- How to shortlist effectively
- Conducting successful interviews
- How to manage the selection process.

## Continuing Professional Development (CPD)

Continuing Professional Development (CPD) All of our courses are certified by the CPD Certification Service.

## We offer formal accreditation

Open College Network West Midlands is a national Awarding Organisation, regulated by Ofqual and the Quality Assurance Agency for Higher Education (QAA). Additional costs will apply.

For further information, please visit: [www.communitygrouptraining.co.uk](http://www.communitygrouptraining.co.uk) or email [info@communitygrouptraining.co.uk](mailto:info@communitygrouptraining.co.uk)