RECRUITMENT FUNDAMENTALS

Build your confidence and capability to recruit the right people for your team

What is Recruitment Fundamentals?

This session is designed for anyone involved in hiring employees, whether you're a manager, HR professional, or team leader. You'll learn how to attract, assess, and select candidates who not only have the right skills, but also add to your team's culture and potential.

Why Attend?

Recruitment is more than filling a vacancy, it's shaping your organisation's future. Hiring the right person can boost morale, productivity, and retention. Hiring the wrong person can have costly consequences for your team and organisation. This session gives you the tools and insights to make confident, fair, and effective hiring decisions.

What Will You Experience?

The end-to-end recruitment process: Understand each step, from planning and sourcing to interviewing and hiring, and where delays or challenges often occur.

Strategic preparation: Learn how to align recruitment with organisational goals, define clear job and person specifications, and balance "cultural fit" with "cultural add" to foster diversity and innovation.

Practical tools and activities:
- Practice writing job ads that attract the right candidates and avoid bias.
- Analyse real-world scenarios to spot potential pitfalls and improve your decision-making.
- Explore how to structure interviews and shortlist for fair and transparent decision-making.

Sourcing and attracting candidates: Discover how to build a strong employer brand, write engaging adverts, and use multiple channels to reach diverse talent.

Screening and selection: Learn how to shortlist fairly, use selection matrices, and conduct interviews that are professional, inclusive, and focused on potential.

Interviewing essentials: Explore what makes a great interview question, how to avoid bias and discrimination, and how to structure panel interviews for consistency and fairness.

Reference checks and Employee Value Proposition: Gain confidence in conducting reference checks and understanding your Employee Value Proposition.

Handling difficult conversations: Develop skills for giving feedback to unsuccessful candidates and managing crucial conversations with clarity and empathy.

What Will You Take Away?

- **Confidence** to run a fair, transparent, and effective recruitment process.
- **Clarity** on how to avoid bias and discrimination at every stage.
- **Skills** for interviewing, shortlisting, and negotiating with candidates.
- **Perspective** on building teams that are diverse, engaged, and high-performing.

Who Should Attend?

- Managers, team leaders, and supervisors
- HR professionals
- Anyone involved in hiring or building teams