

## **WORKSHOP: “Recruitment interviews and selection – a practical guide”**

This course aims to develop your understanding and knowledge of the variety of recruitment and selection activities you may face and offer methods you can use to prepare effectively for this key stage of a recruitment process. By including practise exercises and the opportunity to raise questions and concerns with an experienced interviewer and recruiter the course aims to build confidence so that you can take on the challenge of presenting yourself to a future employer.

**Link to access the room:** <https://zoom.us/j/91432579357>

**Date: June 22 th, 2021, From 10.00 a.m. to 12.00 a.m**

### **Learning objectives:**

By the end of this course, you will be able to:

- Understand and appreciate different recruitment and selection techniques and why employers may use them
- Appreciate what recruiters look for from different selection activities
- Review and analyse preparation strategies and techniques
- Identify effective interview management techniques
- Through practise in a safe environment review your development actions for the future

### **Contents: The course will include the following topics and activities:**

An overview of recruitment and selection activities used by employers within and outside academia. This will also include an analysis of the pros and cons of these activities and why employers use them.

Effective preparation strategies and techniques for interviews and other assessment exercises.

An opportunity to undertake a practise assessment centre activity in order to gain some experience and consider further development requirements.

What will happen in the interview (academic or outside academia) - managing the interview situation, controlling nerves, coping with challenging questions and presenting your strengths confidently.

An opportunity to practise answering interview questions in a safe training environment.

### **Methodology:**

Making a good first impression.

What the interviewer is looking for versus what you (the interviewee) are looking for.

Preparing yourself before the interview.

Mock job interview.