



Local Government Training Group

RECRUITMENT AND SELECTION REFESHER

This one-day course is designed for Local Government staff who have been trained in Selection Interviewing 3 or more years ago, and who would benefit from an up-date in legislation and good practice.

TRAINER: Alison Patrick

Objectives

By the end of this participative course, delegates will have been refreshed in:

- Recognising success criteria for the selection process
- Current legislation surrounding the interview
- The importance of setting good selection criteria
- Short-listing issues
- Preparing for interviews
- Good interview questions including a competency-based approach.
- Chairing skills
- Note-taking and marking