Successful Hiring

Our successful hiring course is the perfect short course for anyone in a company who is in a position where they need to hire staff and conduct interviews.

You'll learn how to create a concise job description which fully outlines the spec of the role, and you'll also learn how to interview candidates to ultimately hire the right person for the job. The course will provide you with a great insight into how to assess applicants and learn the laws which govern the hiring process.

You can study this short course via our online distance learning platform, which gives you the flexibility to study at a time and place which suits you and fit your learning around your work and lifestyle commitments. You'll have the full support of our course advisors throughout your studies, and upon successful completion of your course, you'll get a Pitman Training certificate to confirm the skills you have learnt.

Designed for

This is a great course for anyone such as a HR Manager, HR Assistant or Office Manager. If you're responsible for devising job descriptions or interviewing and hiring candidates for specific roles, this course will be of great benefit.

Objectives

This course will help you explore what makes a successful team, team development, and ways of communicating with a team.

Course Content

Lesson One: Knowing the laws which govern recruiting and hiring employees is crucial throughout the hiring process. You'll start by learning how to set objectives when starting the hiring process, and the laws which you will need to adhere to when it comes to hiring.

Lesson Two: You'll look at how to produce a full and comprehensive job description which clearly outlines the specifications of the role, and how to get the word out to the right candidates. You'll also learn how to assess the applications which come through and select the right candidates to take through to the interviewing stage.

Lesson Three: In the final lesson you will learn how to prepare yourself for interview, and the right interview questions to ask to get the information you require. You'll learn how to effectively interview someone face-to-face, and in turn the conversation do's and don'ts which will allow you to conduct an interview successfully and in a professional manner.

Benefits

- **Conduct a successful interview in a clear and correct way**
- **Understanding your responsibilities for creating a full job description and what is expected from the candidates**
- **Be fully prepared and confident about preparing for, and conducting interviews**
- **The opportunity to gain the widely recognised Pitman Training Certificate**

Course duration: **10 hours**
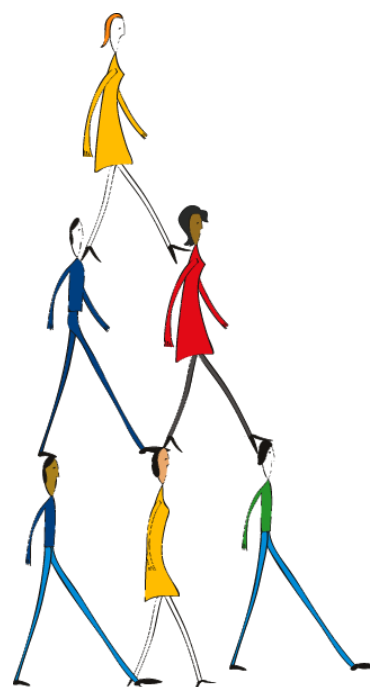
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