

The Legal Aspects of Interviewing

Our Legal Aspects of Interviewing course is the perfect short course for any interviewee who needs to know the legal technicalities of the interviewing and selection process.

You'll quickly learn how to recognise the best candidates for a particular role and key interview techniques to select the right person for the job. You'll also learn techniques which will enable you to interview candidates in a fair and non-discriminatory way, to avoid any serious or potentially illegal errors.

Designed for

This a great short course for a HR Manager, HR Assistant, Manager or anyone else in a position where recruiting candidates for roles is applicable. The course will equip you with the right skills to organise and prepare for interviews, and also enable you to conduct behaviour based interviews to identify the key skills of each interviewee and what they can bring to the position. By the end of this course you will be able to select the best candidate for a particular role confidently and fairly.

Objectives

This short course is designed you give a comprehensive overview of the theory and skills behind becoming a successful interviewer. Once you have gained the knowledge and skills, you will gain the confidence, and be in the perfect position to interview candidates, and put everything you have learnt into practice. You will have the capability to carry out the interview and evaluate each interviewee in a fair, professional and consistent manner, and then select the right candidate to progress to the next stage.

Course Content

Lesson One: You'll start by learning how to hire new employees and the process involved. You'll gain insight into 'Protected Classes' to avoid any aspects of discrimination through the hiring process, and the legal implications.

Lesson Two: You'll look into what extent a bona fide occupation qualification (BFOQ) is necessary in relation to the tasks and responsibilities undertaken in a particular role, and with this gain insight into differentiating between what is classed as fair or discriminatory throughout the selection and hiring process.

Lesson Three: You'll take a closer look at the pre-interview process to ensure in the lead up to selecting the right candidate for a position, you have put the correct steps in place. This will involve identifying and correctly outlining the job requirements, and also selecting the most efficient type of questions for interview.

Lesson Four: In the final lesson you'll cover how to effectively field applicants, by putting together rating systems and learning how to identify any 'red flags' throughout the process. You will also look at preparation techniques to ensure you are organised and are also fully engaged and committed throughout the process.

Benefits

- **Develop an awareness of the different types of interview questions which can be used in order to get the information you require**
- **The ability to understand why a bad recommendation or reference doesn't necessarily have to ruin a candidate's opportunity**
- **Learn how to compare and select the perfect candidate for the job**
- **The opportunity to gain the widely recognised Pitman Training Certificate**

Course duration: 2 hours



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