



Human Performance

People Development, Safeguarding & Governance

...developing skills since 2002



The A to Z of Recruitment & Selection Toolkit

...everything you will need to manage resignation through to completing probation!

The A to Z of Recruitment & Selections Skills Toolkit...

The A to Z of Recruitment & Selection Skills Toolkit will cover 26 core areas of the recruitment and selection process and will include 78 practical resources ranging from ready to use templates to manage every element of recruitment and selection - as well as quality step by step guidance to recruit professionally. The following is a draft outline of the content currently being developed for this Toolkit - and which will be updated as the release date gets nearer:

The 26 core areas of recruitment & selection covered by this Toolkit include...

- A.** Resignation of an existing employee...
- B.** Exit Interview for resigning employee...
- C.** Analyse the Role Performed of the employee who is leaving or for the role that is being created...
- D.** Review or create the Job Description for the vacancy...
- E.** What Changes are Required to the Role & Job Description based upon the review...
- F.** Create the Person Specification for the ideal candidate...
- G.** Using the new Job Description & the Person Specification Draft the Advert...
- H.** Unless there are specific and objective reasons not to Advertise the Role Internally...
- I.** Identify the best place to Advertise the Vacancy Externally...
- J.** How to Manage the Response to the advertisement of the role...
- K.** Processing the applications to Produce a Shortlist for assessment...
- L.** Preparation of Assessment of Shortlisted Applicants...
- M.** Conducting of Recruitment Assessment Process for shortlisted applicants...
- N.** Marking of Assessment Process and understanding results...
- O.** Conducting a 2nd Interview with successful applicants...
- P.** Deciding on the Successful Applicant from 2nd interviews...
- Q.** Making an Verbal Offer of Employment to the preferred applicant...
- R.** Making a Written Formal Offer of Employment to the preferred applicant...
- S.** The importance of Taking up References on new employees...
- T.** Preparing for the new employee's start date...
- U.** Day 1 of the new employee
- V.** Week 1 of the new employee...
- W.** Month 1 of the new employee...
- X.** Month 2 of the new employee...
- Y.** Month 3 of the new employee...
- Z.** What happens now...

The above 26 core areas will be supported 78 practical resources ranging from ready to use templates to manage every element of recruitment and selection - as well as quality step by step guidance to recruit professionally.

****Final Content is subject to change****

Ahead of this Toolkit being released, please do not hesitate to register your interest in being the first to be notified as soon as it is available.

****Due to be released in the first half of 2018****

Should you need any support with your day to day recruitment and selection coaching, please speak to James Turner on 0845 880 2255 without obligation for further information.