Your Selection (Recruitment and Selection Training)

Who should attend?
This course is for members of staff who are involved in recruitment and selection decisions. **Please note:** this training is **not** suitable for staff who provide administrative support in the recruitment process (i.e. administering pre-employment checks and recruitment letters). These members of staff should contact Recruitment for informal support and guidance if necessary.

What will I get out of attending?
- Learn about what values-based recruitment is and how it can be applied through your selection process to get the candidates who want the best for your service and the Trust.
- Conduct simulated recruitment processes, including short listing and interview.
- Discover the potential pitfalls of the recruitment process.
- Learn how to maximise the efficiency and effectiveness of your recruitment campaign.

Course Dates
9am to 4.30pm

- **York Hospital Social Club**
  - Tuesday 20th May 2014
  - Monday 2nd February 2015

- **Scarborough, Work Based Learning Room**
  - Tuesday 2nd September 2014

- **Malton Rugby Club**
  - Tuesday 14th October 2014

Course Booking:

- **York Acute/ SY Community:** complete a fast track learning leave form and return to CLAD.York@york.nhs.uk with authorisation from your line manager

- **Scarborough Acute:** complete a study leave form and return to CLAD.Scarborough@york.nhs.uk

- **SWR Community:** complete a fast track learning leave form and return to CLAD.Scarborough@york.nhs.uk