

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