

## Welcome to Recruiting for Success

“The average recruitment cost of filling a vacancy per employee is £4,333, increasing to £7,750 when organisations are also calculating the associated labour turnover costs.”

Source: Chartered Institute of Personnel and Development

[Report available here](#)

The largest loss of income and greatest expense you deal with in your business is the recruitment and retention of your employees. Getting this wrong can be the death knell of your ongoing success and this has never been more important than with the arrival of [Generation Y](#) in the workplace, with a differing worth ethic and a willingness to change employers as it suits.

## Target Audience

The course is particularly suited to those involved directly in the recruitment process and for managers who rely upon a recruitment team to supply their workforce.

## Course Breakdown

The learning explores the complete process of best practice recruitment end to end and relies upon tried and tested skills and processes. Below are some example topics from the course

1. Four Stages of Effective Recruitment
2. Designing the JD,PS and Job Advert
3. Writing and using the best interview questions
4. Skills for use whilst interviewing

Activities include role-play, group exercises, discussion, artefact production and debate. The central aims are to give the learner a breadth of knowledge that can transform your business recruitment activities and for them to understand and embed best practice recruitment across your business.

## Course Duration

The course runs for two days and runs on-site or off site according to your needs.

## Business Benefits

- Prevent loss of your income through reduction of hire costs, attrition and turnover
- Savings on recruiting the wrong people for the wrong job
- Better fit employees in any role perform better as a whole
- Stability of workforce increases your businesses efficiency and profitability