

Recruitment Trainer Guide

Time	Subject Heading	Description of Material Covered In This Session Including Exercises
10.10	Interview room layout, Interview format, Information to supply	<p>Explain slides 11,12, & 13 inclusive as per the notes section on the PowerPoint slides.</p> <p>Hand out exercise 02 'Job description' example. Discuss the importance of a job description:</p> <ol style="list-style-type: none"> 1. To help provide clear information in regard to the job 2. So that both the interviewer and the candidate can ascertain whether the candidate has the necessary competencies and skills to successfully fulfil the requirements of the job role.
10:25	Types of competency	<p>Explain slides 14 to 16 inclusive as per the notes section on the PowerPoint slides and link to the next slide as follows...</p>
10.30	Person specification profile	<p>Explain slide 17. Hand out exercise 03a and 03b. (individual exercise, duration 20 minutes.) Review delegates' conclusions after the break.</p>