



Quality Recruitment



enabling recruiters remotely



Quality Recruitment



Overview

This programme delivers where it matters the most in recruitment - improving the proportion of placements that successfully complete. The assumption is that delegates will both know and be able to deliver the fundamentals of the placement process to a good standard already. This programme will now refine and tune how recruiters think about and drive their processes to ensure more of them result in a successful placement. We will also provide approaches that will maximise opportunities during different market challenges - whether they be shifting supply and demand or delays experienced from the uncertainty of Covid-19. These three interactive 3 hour Virtual Classroom workshops via Zoom will provide core skills and techniques that all recruiters must possess.



Thinking Smart - Winning the mind game

Success is more dependent on our mind-set than our skillset - winners think quicker, better and more clearly than others - and never more so than right now. This first session will focus our thinking on the most critical part of the process, the Job Brief.

- Defining quality recruitment
- Owning quality - your responsibility to improving quality
- The Job Brief - the heart of quality recruitment



Finding, winning and managing quality candidates

If there is one thing that rivals the job brief as being central to a quality process, it is the candidate. The ability to bring not only better but also different candidates to the process goes a long way to demonstrate value, build relationships and differentiate your service. This session therefore focuses on techniques that will empower the recruiter to identify, engage with and qualify relevant, quality candidates.

- Candidates versus applicants
- Candidate identification
- Candidate engagement
- Candidate qualification



Managing the Process

Once the process is underway, a critical phase is managing both candidates and clients through interviews and ultimately managing the offer. Effective interview prep & debriefs along with helping both parties through the emotional journey will improve their experience and also increase the number of successful outcomes. Addressing delays and maintaining momentum are key elements covered in this session.

- Managing the interview process
- Dealing with delays
- Closing and offer management
- Counter offers and on boarding



By the end of these sessions, delegates will be able to:



- ✓ Set good foundations for their placements by qualifying candidates and jobs effectively. Assess and make better decisions about where they focus their time and resource. Ultimately, bring a higher proportion of their placements home.
- ✓ Professionally prep and debrief candidates and clients for interviews, avoid delays at this stage of the process and maintain momentum.
- ✓ Manage the offer stage, close candidates and clients and deal with any issues around resignation.



These sessions are suitable:

- ✓ For all recruiters who want to identify ideas and methods that will enable them to control their placement processes better, minimise delays and qualify better. It is also suitable for all recruiters who need to adjust their process management to accommodate the post pandemic market or simply looking to improve their fill rate.
- ✓ For small groups of up to 10 delegates. The three sessions are roughly 3 hours each and work best if delivered over a few weeks for maximum impact.
- ✓ For delivery via Zoom with delegates joining remotely from home or work. They are interactive workshops which include breakout rooms and delegates are expected to contribute.

change behaviours