



Our **Recruitment Masterclass** for very experienced managers focuses on bringing in new quality talent to an organisation



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RECRUITMENT

Recruitment EVH Masterclass

Are quality candidates delivered effectively by your recruitment and selection processes?



An EVH Masterclass

Our Recruitment Masterclass for very experienced managers focuses on bringing in new quality talent to an organisation. In the increasingly competitive world of attracting and retaining talent you cannot afford to miss good opportunities and good people.



including job evaluation, job description and person specification compilation, advertisement, short listing, assessment tools, interviewing, employment checks, issuing an offer and induction. The session will emphasise cultivating a culture of high performance.

Like all our masterclasses, this session is highly interactive and thought provoking!

It facilitates management team's discussion of recruitment and selection concerns in a safe and confidential environment, with EVH's experienced best practice recruitment team.

The masterclass is best suited to small groups of managers of up to 8 participants. To maximise the benefits, we recommend that the whole management team attends the session. The venue will be the EVH office (or another venue outwith your organisation's premises) to ensure that those individuals attending detach entirely from normal everyday pressures. Within 3-6 months after the session we will contact you to arrange a follow up session to discuss any actions that you have taken or planned to put in place and offer you any support that you may need.

There are huge numbers of people searching for jobs, new opportunities, new careers and to work in a new sector.

- >> **How will your organisation attract appropriate candidates and applicants?**
- >> **What competencies do you need in the job?**
- >> **How effective is your recruitment timetable?**
- >> **How will you select candidates for interview appropriately?**
- >> **What tools will you use to test and evaluate candidates at interview?**

This masterclass will take participants through all these questions and more. It will examine various elements of recruiting and selecting existing staff or new individuals,

Equality

The masterclass will consider Equality and Diversity comprehensively in recruitment and selection activities. For example, disabled people in the UK represent about 20% of all available talent. However less than half of this total are currently employed and at least one million of this number are seeking work. This is very much an under utilised talent pool. The recruitment of disabled talent can be considered a major challenge by some organisations. Just ask yourself, is it about employer's competence when it comes to recruiting this rich pool of talent? Often barriers can lie throughout the recruitment process, from poor job design, lack of flexibility and ill constructed assessment processes.

Good recruitment practice is inclusive and if you can get it right, for disability for example, you will have a leading edge and an attractive, productive and enviable approach.

Recruitment Panel

How do you decide on who should make the decisions about sourcing fresh talent for the organisation, especially when everyone wants to have an input? The appropriateness of how many people and who in particular should participate as a recruitment panel member will be considered.

The importance of panel member continuity in the short listing and interviewing stages will be discussed.

Selection Tools and Techniques

Ask yourself about the selection techniques you intend to use in recruitment. Is there scope to increase the number and type of recruitment tools that can be utilised in your organisation's selection processes?

The masterclass will increase attendees awareness and understanding of a variety of available tools to use in future recruitment processes.

It will cover various selection techniques including ability tests, psychometric testing, presentations, management tests, questioning techniques, and interviewing techniques together with overall selection methods including point scoring. Appropriate record keeping obligations and methods will also be featured.

Legislation

Employment legislation changes regularly and it can be demanding keeping up to date.

The Masterclass will run through relevant legislation and put selection and recruitment into a legal framework, giving insight on how current employment legislation impacts on the selection and recruitment processes, as well as touching on what's in store in forthcoming legislation! Employment checks, Disclosure Scotland checks, and The Protecting Vulnerable Groups Scheme will be covered.

Successful Appointments

This is an opportunity to understand how to minimise the risks in hiring decisions to improve the likely success of new appointments, and to secure the right talent for your department and organisation's future needs, successful performance and service output.

Too many new recruits don't get the help and guidance they deserve when they first join an organisation. If you want a new person to make a positive contribution early on, and deliver good results consistently, then provision of quality initial training is vital.



Cost

EVH is committed to helping members set appropriate and fair standards for recruiting and selecting new talent into the organisation, or existing talent, into new roles or departments.

- We believe it is essential that managers are equipped with knowledge, skills and confidence to do this
- We are keen that our members select and manage their human resources effectively to achieve high levels of organisational performance
- We aim to help you enhance your existing knowledge, skills and competencies in recruiting and make your future recruitment both productive and enjoyable!

The cost of the masterclass and the follow-up review is £650 per session for members (for up to 8 people).

Masterclasses are also available for non members at £910 per session (for up to 8 people). To book a session please contact the EVH office on 0141 352 7435 or recruitment@evh.org.uk