



Corinium
Training

Help For hiring Managers

Duration: 1 day

Who's this for?

Aimed at anyone involved in writing job advertisements or specs for candidates for vacant roles or anyone involved in filling vacancies in their team

Content:

- Changes in Job market – what to consider when looking to hire in the current market
- The Hiring Manager insight makes things quicker and better
- Purposes of a job description – internal clarity, candidate attraction and strategy
- Gather the facts – criteria checklist for curating the content – what needs to go in?
- Consider if you need to replace the role or change it – do you need same level of skill / qualifications / experience? Could you recruit from the corporate market / non traditional entry points and train / mentor them into the role
- Being mindful of attracting diverse candidates as part of an inclusive process: What requirements are must haves on day 1 and what are nice to haves but could be learned on the job for the right candidate? Consider many women and those from minority backgrounds may count themselves out unless they meet 100% of the requirements
- Edit to remove internal acronyms, unnecessary technical jargon and complex language patterns – keep it short and simple. Avoiding metaphors, words to impress or exaggerate
- Do consider what phrases resonate with the market you are targeting and use samples from job roles that have been successful in the past and testimonials from team members with similar roles Practice with roles in their own team and share with the group to check for understanding and interest.

Delivery:

We can deliver this course either on a 1:1 or Group basis with a choice of virtual or face to face delivery (we can even tailor the content to suit your culture, values, branding etc)