

Recruitment & Selection



07 May 2020 - Kettering Park Hotel, Northampton

For anyone who has the responsibility of interviewing candidates for a new job. This course focuses on being fair and transparent (including legal requirements based on government guidelines) and getting the best person for the role.

It is suitable for anyone; as a refresher, or for those who are new to the recruitment role.



Outcomes

- * Understand the importance of getting it right.
- * Preparing for Interviews..
- * Conducting the Interview – the structure
- * Maintain your focus on the interview's primary objectives.
- * Practice sessions with feedback
- * Make effective decisions about each candidate.

Topics

- * The true cost of recruitment
- * Interview Preparation
- * What needs to happen before/during and after the interview?
- * Structuring the Interview
- * Planning questions focusing on testing the identified essential and desirable criteria
- * Conduct a practice interview
- * Review and evaluate the notes/candidate's evidence to make an informed employment decision

To book, complete the booking form and return to Melanie Foote +44 (0)20 8773 5525 or e-mail melanie.foote@ppma.co.uk

COST:

PPMA Members; £95 each, Association Members; £195, Non-members; £295



*** EXCEPTIONAL DISCOUNTS FOR MEMBERS ***

Recruitment & Selection



Kettering Park Hotel & Spa
Kettering Parkway, Northamptonshire, NN15 6XT

COURSE DURATION:

08:30 - Coffee & Registration

Start - 09:00 - 16:30 to include breaks (15 mins morning & afternoon) and lunch (up to 1 hr).

BOOKING FORM - 'RECRUITMENT & SELECTION'

I would like to register delegate(s)*

COSTS	PPMA Members @ £95 pp	<input type="text"/>	£
	Association Members @ £195 pp	<input type="text"/>	£
	Non-Members @ £295 pp	<input type="text"/>	£
	TOTAL	<input type="text"/>	£
	PLUS VAT @ 20%	<input type="text"/>	£
	TOTAL BOOKING COST	<input type="text"/>	£

TERMS & CONDITIONS: Cancellations: If you cannot attend, a substitute delegate may attend in your place provided that written notice is given, or contact the PPMA on 020 8773 8111. Refunds of fees cannot be made unless notice in writing is received a minimum of 10 working days prior to the training course. All cancellations will be subject to a 25% (+VAT) fee to cover administrative expenses.
Important Note: This booking form constitutes a legally binding contract. It may be necessary, for reasons beyond the control of the PPMA, to change the content, timing, speakers and/or date of the seminar, course and/or programme.

*Do you, or any person you are booking for, have an impairment or disability that may require us to make adaptations to this course. If yes, please contact Melanie Foote on +44 (0)20 8773 5525.

Company:

Address:

..... Postcode:

Telephone: E-Mail:

Booking Authorised By:

Delegate 1: Position:

Delegate 2: Position:

PAYMENT DETAILS:

Payment is required prior to the Training day.

- 1. On Account** - Members can pay by account.
- 2. Credit / Debit Card** - All credit / debit card payments now need to be taken over the phone.

Please contact **Melanie Foote** on **+44 (0)20 8773 5525**

- 3. BACS** - Barclays Bank PLC
Sort Code: 20-24-61
Account No: 90721220

- 4. Cheque** (A receipted invoice will be forwarded to your Accounts Dept.)

Data Protection:
Your personal data will be processed in accordance with the General Data Protection Regulation (GDPR) and may be used to supply you with useful business information.

Processing & Packaging Machinery Association
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