

Milestones to Success – Recruitment and Retention Training course

Listed below are some of the skills and techniques which will form an important part in your success on the **Axio Development** recruitment and retention training course. They are organised into 5 categories – we refer to them as the milestones to success. So that you can identify the benefits you want to gain and to measure your progress tick the circles alongside the areas that you identify as being particularly relevant to you, then prioritise the 5 main areas in order of importance: 1 being the highest, 5 the lowest. Bring this page with you to the course.

- Understanding the context for recruitment**
 - Clear purpose and need for the role
 - The role is aligned with company vision and goals
 - There is a fully developed job profile for the role
 - The timings for recruitment to the position are fully worked out
- Advertising and application process**
 - The correct channel/medium for the advert has been chosen
 - The application process is clearly defined
 - Effective initial review of applications
 - Shortlisting for best potential candidates
- The interview process**
 - Setting up the interview and logistics
 - Getting to know the real person
 - Effective questioning and listening
 - Answering a candidates questions
 - Using tests/presentations to judge skills and abilities
- Making the selection decision**
 - Effective scoring and evaluation
 - Analysing the CV
 - Selection without bias or favour
 - Following up with social media checks
- The appointment process**
 - Informing the successful candidates
 - Handling unsuccessful candidates and feedback
 - Contracts of employment
 - Checking references

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What will progress in these areas allow you to achieve?