Recruitment and Selection

Overview

This workshop is mandatory for anyone participating in a recruitment panel. Staff at Birkbeck are not permitted to take part in a recruitment panel without having attended this programme, due to the College’s legislative duties and responsibilities. The first half of this workshop will cover all the salient points of modern recruitment and selection. Participants will need to be familiar with the current Birkbeck Recruitment and Selection Guidance Notes and Recruitment Policy. The second half of this workshop covers interviewing skills.

Learning Outcomes

By the end of the event you will be able to:

- Play your part on a panel to recruit and select staff within the law
- Understand how to draft job descriptions and person specifications
- Understand how to shortlist against selection criteria
- Understand how to keep appropriate records