

## Certificate in Employee Selection

### Overview

When selecting employees, it is essential to understand both what kind of employee will be right for the job, as well as how far you want your employee to grow and develop their role. Employee selection processes link into multiple areas including: the development you hope the employees will bring to your company; the development you hope to offer the employees; the diversity of skills you want to be held by your workforce as a whole; the diversity of skills required by each individual employee. This course will offer an in-depth look at all of these areas and give you the skills to properly select your workforce to maximise to strength of your workforce.

### Modules

- What is the Employee Selection Process?
- Importance of the Selection Process
- Differentiate between Recruitment and Selection
- Steps of the Employee Selection Process
- Role of Selection Tests in Selection Processes
- Types of Interview for Selection
- How to Conduct & Manage the Interview Process
- What is Motivational Fit?
- Body Language Cues to Look Out For
- List the Qualities of a Good Recruiter

### On course enrolment

- **167 course pages** in a PowerPoint Slides format that you can easily print
- **Real life examples**
- High quality info graphics that help you understand content
- Full Guidance Support
- **Awarding Organisation endorsement and Certificate**

### Eligibility requirements

- There **is no previous experience or qualifications required** for enrolment.
- It is available to all students aged 18 or over, of all academic backgrounds.
- **Basic understanding of English** language is required to attend this course.
- You'll need a **smart device (PC/Mac/Tablet) with an Internet connection**.

### Course Assessment

This course does not involve any written exams. Students will be assessed by Multiple Choice Questions (MCQ) and achieve 50% marks.

### Course Duration

The course can be completed in a very short time. The pace for the course is set by the learners themselves the course material is downloadable and course registration will be valid for 12 months, so learners can complete the course with complete peace of mind and with no pressure at all.

### **Course Mode**

This is a self-study course, students have 100% freedom to complete the course, and there is no time restriction on this course.

### **Career path**

This course could lead you into a career specifically in employee selection or recruitment, or you may want to use this to lead you into a longer course that allows you to branch out into more areas. This can also be done as a CPD course for those in current employment.

**Fees: £150 + VAT**

### **Fast Facts**

Awarding Body: CPD Qualification, UK

Course Duration: 2-6 Weeks

Method of study: Online

Qualification Level: 1