StaffCPD | Affordable CPD for All

Certificate in Employee Selection

CPD Certificate • Accredited by UK Versity and The CPD Certification Service

COURSE TYPE	DURATION	ASSESSMENT	STUDY MODE	ACCREDITED BY
CPD Certificate	2–6 Weeks	Online MCQ (50% pass)	Online / Self-paced	UK Versity & CPD Certification Service

COURSE 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.

WHAT YOU WILL LEARN

- 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

ENTRY 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.

CAREER AND PROGRESSION

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.

ASSESSMENT & ACCREDITATION

This course does not involve any written exams. Students will be assessed by Multiple Choice Questions (MCQ) and achieve 50% marks. This course is accredited by UK Versity and The CPD Certification Service. On successful completion you receive a certificate you can verify at staffcpd.com/verify-your-certificate.

Course Fee: £20

100% online | Instant access on purchase | 12 months' access

BUY NOW
staffcpd.com

StaffCPD
11 Woodcock Court, Modwen Road, Salford M5 3EZ
Tel: +44 7484 361 688 | info@staffcpd.com | www.staffcpd.com

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