

MS08: Attracting Candidates and Producing Job Advertisements

If you have completed the first two courses in the recruitment and selection series, you will now be armed with your job description and person specification. Now you are ready to think about how you are going to attract applicants for the job.

This part of the recruitment stage is where you spend time and resources attracting a suitable pool of candidates from which to make a selection.

There are many ways of attracting candidates, some of which can be costly, so it's important to get it right first time.

This course will look at how to attract the right candidates and how to write a job advertisement.

Course Content

- The advantages of internal and external recruitment
- Selecting an effective attraction method
- Additional methods of attracting candidates
- Job advertisements
- Managing applications

Course Duration

- 45 minutes

Available in:

- Audio with subtitles

Delivered via:


- Internet

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