

MS09: Shortlisting Candidates and Selection Techniques

Making sure you select the correct candidate to fill your vacancy is a crucial part of the recruitment process.

If your job advertisement has been successful, you will have a large and unmanageable amount of candidates from which to choose. The next step in the recruitment process is to get that large number down to a manageable size. This reduction process is called 'shortlisting', and it lays the ground for subsequent selection techniques that aim to identify the best candidate for the job.

This course will give you the skills required to shortlist and select candidates.

Course Content

- Shortlisting
- Assessment centres
- Psychometric testing
- Making the decision
- Interviews
- The offer
- Practical tests
- References

Course Duration

- 40 minutes

Available in:

- Audio with subtitles

Delivered via:


- Internet

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