# Recruitment, Selection and Promotion – getting it right!

***The attraction, appointment and promotion of staff are possibly the most important decisions a company or organisation makes.***

*Staff are our only appreciating asset and our business (no matter what it is) depends on them for success. Having a process that gets the right people into the right job is paramount to good business. The great news is, getting those people into those jobs is absolutely possible.*

*What this session could cover:*

- *Clarifying the vacancy*
- *Establishing the panel*
- *Advertising the position*
- *Shortlisting the applications*
- *Setting an 'interview' (job suitability process) framework*
- *Conducting the suitability process*
- *Undertaking referee checks*
- *Providing feedback to applicants where requested.*

## *Keen to know more?*

*Contact Joan at JwJ Consulting now for more information and a competitive quotation.*

*All sessions are fully customised to your needs.*
*Session duration can be anything from 45 minutes to 4 hours*

**Joan Wilson-Jones** B.A (ACS). M.Ed. (A&WE) brings a wealth of practical experience, supported by years of relevant study, to this informative session. Joan is currently involved in selection process on a contract basis, as such she has recent, first-hand experience and sees the benefits of a process well done. Joan's sessions are fun, and engaging, her strategies and suggestions are evidence based and offer a host of practical approaches that truly do change work places for the better.

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