

Course - Inclusive Interview and Assessment

In the war on talent, creating the right environment for applicants is of huge importance, especially, if your organisation wants to have a positive and lasting impact on an individual who will then tell others of their good experience.

Course aim: This one day workshop provides a practical approach combining case studies, top tips and exercises to enable participants to manage and implement an inclusive interview and assessment process which provides a safe and welcoming environment for diverse applicants.

Based on the **ClearLearning™** 'Assess in', rather than, 'Assess out' model, delegates are motivated to ensure talent is given the opportunity to shine.

Duration: 1 day

Number of delegates per event: 10-15

Cost: £279 per delegate + VAT + Expenses

Who should attend?

In-house recruitment teams, Hiring Managers, HR Business Partners, External Recruitment Teams, Assessors.

What will you learn?

It will inspire, educate and empower recruiters to build an inclusive interview and assessment process which underpins your organisational values, policy, process and practice in recruitment and selection and to:

- Identify the barriers
- Plan for reasonable adjustments
- Understand the importance of difference
- Build sustainable solutions
- Have confidence when interviewing and assessing diverse candidates

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Course Overview

- **Diversity explored**
 - Common understanding of diversity/positive action/positive discrimination.
 - Difference between Equal Opportunities and Diversity.
 - Explore myths and assumptions.
- **Dealing with difference**
 - Unconscious bias, diversity etiquette.
 - Adverse impact on different demographic groups.
 - Making adjustments.
 - Disability and difference – **Clearkit™**.
- **Building an inclusive assessment process**
 - Understanding your legal obligations.
 - Planning for different forms of assessment and interview.
 - Where to get help.
 - Robust and rigorous assessment (shortlisting, tests/assessment and interview).
- **Getting the right person**
 - Preparing for interview and assessment.
 - Do's and don'ts of interviewing.
 - Effective response management.

Given that one in five people in the UK of working age are disabled, there is a greater need for recruitment teams to be aware that adjustments may be required. You may think such adjustments will prove costly in both time and money to your organisation, but with effective policies, process and practice, costs and risks can be anticipated, managed and minimized.

Course aim: This one day workshop provides a practical approach to building confidence in managing and implementing reasonable adjustments which can enable you to attract disabled talent as a result of such commitment and support.

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Cost: £279 per delegate + VAT

Who should attend?

In-house recruitment teams, Hiring Managers, HR Business Partners, External Recruitment Teams, Assessors.

What will you learn?

- Understanding of obligations within the law.
- To anticipate the barriers.
- To encourage candidates to declare a disability and to request reasonable adjustments.
- Best practice in the pre-empting, promotion and implementation of reasonable adjustments in recruitment and appointment.
- To ensure your third party recruiters meet their obligations in the provision of reasonable adjustments.

Course Overview

- **Disability explored**
 - Definition of disability.
 - Common understanding of disability discrimination/positive action/positive discrimination.
 - Disability - dispelling the myths.
- **Dealing with difference**
 - Unconscious bias, assumptions and disability etiquette.
 - Removing barriers.
 - What does the term 'reasonable adjustments' mean?
 - Disability and difference – **Clarkit™**.

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- **Managing and implementing reasonable adjustments**
 - Understanding your legal obligations.
 - What is reasonable?
 - Pre-empting reasonable adjustments.
 - Planning and managing reasonable adjustments.
 - Getting help and advice.
 - Effective conversations with disabled applicants.
- **Accessibility and support**
 - Website/on-line recruitment
 - Job descriptions and person specifications
 - Assessment centres/Tests and interview
 - Effective response management