



## Managers Briefing: Getting to grips with the new recruitment system

### Introduction

Achieving for Children (AfC) are currently in the process of making key changes to our HR services, these changes will take effect from 10 September 2021.

We are working with a new recruitment system: Hireserve. This will enable managers to coordinate the recruitment process more smoothly and efficiently.

This briefing is designed for hiring managers. It will take you through the life cycle of recruitment, exploring all the stages required whilst ensuring managers are confident of their roles.

These sessions will be delivered virtually, joining instructions will be emailed to confirmed bookings 24 hours before the course start date.

### Learning Outcomes

By the end of this session delegates will be able to:

- Create a new job
- Coordinate the shortlisting process on Hireserve
- Schedule and invite candidates to interview
- Track decisions made about each candidate

Audience	Youth, Sports and Culture, Social, Family and Voluntary Support, Justice and Crime Prevention, Health, Education, Early Years and Childcare, Business Support
Age Ranges	0 - 5 yrs / 5 - 7 yrs / 7 - 11 yrs / 11 - 19 yrs / 19+ yrs
Trainer	Charli Robson, Lydia Hughes

Start Date	Venue	Times	Event Code
2 Feb 2022	Home Study, N/A, N/A	10:00 to 12:00	<a href="#">EDU 21/1245</a>

