



## The Graduate Recruitment Training Academy

Question:	What do recruitment companies expect when taking on Graduate recruitment consultants?
Answer:	They want to take their pick of the best individuals that can make it in recruitment.

At the Graduate Recruitment Training Academy we select people with ambition and the potential to succeed in the recruitment industry. Following an interview and psychometric test, we will potentially turn you into the next best consultant.

Our training will include a thorough grounding in the recruitment industry: interviewing and selection, taking a job-spec and advertising, after sales skills and business development, candidate management and preparation.

With a combined 50 years of experience in recruiting for the recruitment industry, and management and training of junior staff, you can rest in the knowledge that once you have completed our training course we will be able to kick start your career.

There is NO CHARGE and we typically have between 3 and 5 interviews for you by the end of the course!

**To find out more about Recruitment Training Academy contact Code Blue Recruitment on 01484 441 400**

## DAY 1

- Overview of the training programme
- History of the recruitment market
- Understanding the recruitment markets
- What's the role of a Consultant?
- Key skills of a Recruitment Consultant
- Career progression and rewards

## DAY 2

- The candidate experience
- Candidate care policy
- Candidate sourcing
- Referrals
- Candidate profiling
- Candidate interviews & interview role play
- Marketing a placeable candidate
- Managing expectations
- The action plan
- Debriefing process
- Managing the transitional process

## DAY 3

- The recruitment process
- Communication skills
- Selling your company to a client
- The sales process
- Your client base
- Preparation for a canvass call
- Objection handling
- Taking a vacancy
- Matching vacancies
- Taking up references
- Preparing for a client visit
- Desk management
- Recruiter Quiz and Q & A



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