

Recruitment and Selection training 2015/16

1. The following training will be available for those involved in the recruitment and selection of staff from September 2015:

- TRS01 Recruiting Staff the Manchester Way – for recruiters to PSS posts
- TRS02 Recruiting Staff the Manchester Way – for recruiters to Academic/Research posts

All recruiters who have not undertaken training at the University previously will be expected to attend one of the above plus:

- TMS9 Training in Equality and Diversity Issues (TEDI).

Anyone wishing to refresh their knowledge is also welcome to attend one of these sessions.

2. For those colleagues who would like to learn more about designing job descriptions and person specifications an optional session is also available:

- TRS03 Designing Job Descriptions and Person Specifications

3. There will also be a session on Immigration in the context of the recruitment of new staff. Further details will be provided in due course.

Booking details are available on the [Staff Training & Development](#) website.