

Course Outline

Smart Recruitment & Interviewing Skills

Our Accreditations



Certification Preparation Provider



Smart Recruitment & Interviewing Skills

Overview:

Recruitment is a very important function within any organization. This is due to the fact that **“people are the most important assets of any organization”** finding the right people to do the various jobs within any organization is not a simple task and must be done based on modern strategies.

Training Objectives:

- Understanding the importance of recruitment and selection to your organization.
- Understanding personality's types and the best job for each type.
- Implement an effective Recruitment and Selection Process.
- Decide upon a range of approaches in attracting, developing, and retaining talents.
- Understand the function of the interview and the types of interview questions that can be used.
- Detail the main biases that can occur during the Interviews Process

Agenda

Module One: The Recruitment Process:

- The old Approach and the Smart Approach in Recruitment.
- What is Job Analysis, Job Description, Job Specification?
- Recruitment Definition.
- Recruitment Types.
- Alternatives to recruiting
- Sources of Recruitment
- Online Recruitment
- Types of E-recruitment
- How to Measure Recruitment Effectively?

Module Two: The Selection Process:

- Selection Definition.
- Selection Tools
- Personalities in the Workplace
- How to match jobs with personalities?
- Understanding Competencies

Module three: Interviewing Candidates.

- Steps in the interview process.
- Types of job interviews.
- Linking the interview question with the competency model
- Developing an interview Guide.
- PARADE Method and Star Method in job interviews
- Behavioral Descriptive Interview (BDI)
- Interviews Errors.

HR Pulse

has **the Learning**
Solutions to **Empower**
Your People & **Grow**
Your **Business**

✉ info@hr-pulse.org
🌐 www.hr-pulse.org

Follow us

