



Analysis

0.11312 %

DATA

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HUMAN RESOURCES AND TRAINING | HRT-012

## Recruitment, Interviewing and Selection

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# Course content

## Why Attend

This course is a fundamental cornerstone for any manager or human resource professional before hiring job candidates. Active participation will equip you with comprehensive knowledge and practical skills for conducting effective interviews, implementing successful recruitment approaches, and executing thorough selection processes. You will gain valuable insights into behavioral assessment techniques and learn to recognize potential red flags during candidate evaluation. The course also explores why poor hiring decisions frequently result in substantial time expenditure, financial losses, decreased team morale, and diminished productivity.

By understanding these critical aspects of talent acquisition, you'll develop the expertise needed to identify truly qualified candidates whose skills and values align with your organization's needs, ultimately avoiding the costly mistake of hiring unsuitable personnel.

The course combines interactive tools such as mini-lectures, case studies, group activities, and role plays. It also includes a selection of short films to inject a higher dose of practicality into the material.

By the end of the course, participants will be able to:

- Define recruitment, list its main steps, and learn the best methods and sources for attracting qualified candidates
- Practice the various techniques used for shortlisting and assessing candidates and the reliability and validity of each
- Differentiate between the main types of selection interviews and when and how to use each
- Prepare and conduct a probing interview for any vacancy and level in the organization
- Use the data collected from various assessment stages for selection purposes

Managers, superintendents, supervisors, and officers in the functions of human resources or recruitment whose jobs require recruiting and selecting employees. The course is also very useful for all those outside human resources whose jobs require conducting frequent and important selection interviews.

- Decision making
- Communication
- Negotiation

The background of the top section is a grayscale photograph of a group of people in a meeting, sitting around a table. Overlaid on this image are several semi-transparent graphic elements: a donut chart, a bar chart, a line graph with an upward arrow, and text labels such as 'Analysis 0.11312 %', 'DATA', and '0.642'.

# Course content

## Why Attend

- Interpersonal skills
- Influencing
- Culture awareness
- Service delivery

## Course outline

### Recruitment and Selection

Recruitment versus selection

Stages in the recruitment process

Roles and responsibilities at each stage

Managing relations with other HR functions

### Defining requirements

Building a job profile: The use of essentials and desirables

Job description: Format

Person's specifications

Personal profile

### Attracting candidates

Various sources for attracting candidates:

Referrals and internal candidates

Recruitment ads

Advertising pros and cons



# Course content

## Course outline

Internet and websites

Recruitment agencies and head hunters

Career fairs and universities

## Screening Candidates and Shortlisting

Tangible versus intangible criteria

Shortlisting steps

Scope of an assessment center

The use of CVs, résumés and applications for shortlisting

Verifying online applications

## Interviewing Candidates

Screening and biographical interviews

Serial and sequential interviews

Hypothetical interviews

Panel interviews: Pros and cons

Competency based interviews

Interview guidelines

## Evaluating Candidates

Importance of data capture

Objective versus subjective remarks

Legal and fairness issues

Producing a personal profile

The background of the top section is a grayscale photograph of a group of people in a meeting, sitting around a table. Overlaid on this image are several semi-transparent graphic elements: a donut chart in the upper center, a bar chart in the lower center, and a line graph with an upward-pointing arrow on the right. Text overlays include 'Analysis 0.11312 %' in the top right and 'DATA' in the middle left.

# Course content

## Course outline

### The selection decision

Criteria that should be used

Use of decision matrixes in selection

Use of competency gap analysis

### Recruitment and Selection Information Management

Building a database for sources and candidates

The importance of data tracking

Physical files versus soft files

HR management systems



# Seminar dates

## Available seminar dates

Live dates and pricing for Recruitment, Interviewing and Selection generated from the course details page.

| Date                   | Location                | Format                                    | Fee      |
|------------------------|-------------------------|-------------------------------------------|----------|
| 22 - 26 June 2026      | Barcelona - Spain       | Classroom                                 | €3,850.- |
| 13 - 17 July 2026      | Istanbul - Turkey       | Classroom                                 | €2,850.- |
| 17 - 21 August 2026    | Rome - Italy            | Classroom                                 | €4,250.- |
| 21 - 25 September 2026 | Munich - Germany        | Classroom                                 | €3,450.- |
| 19 - 23 October 2026   | Amsterdam - Netherlands | Classroom                                 | €4,250.- |
| 2 - 6 November 2026    | London - U.K            | Classroom                                 | €4,200.- |
| 21 - 25 December 2026  | Istanbul - Turkey       | Classroom                                 | €2,850.- |
| Live online option     |                         | Online delivery is available at €1,850.-. |          |