informatech

informatech
CERTIFIED
GLOBAL
LEADERSHIP
CONSULTANTS

HUMAN RESOURCES AND TRAINING | HRT-073

Advanced Selection, Interviewing and Recruitment

UK
+44 33 000 111 90
info@informatech.co.uk
https://informatech.uk
63-66 Hatton Garden Hatton Garden
EC1N 8LE , London

NL
+31 85 74 444 46
info@infomatech.nl
https://infomatech.nl
Waarderweg 50 - 2031PB
Haarlem - Netherlands

Course content

Why Attend

Overview

- Enhance your ability to attract and select top talent in a competitive market.
- Master advanced interviewing and assessment techniques to improve hiring quality.
- Reduce recruitment risks and ensure a strong organizational fit.
- Streamline your recruitment process for greater efficiency and effectiveness.

Course Methodology

- Interactive workshops and group discussions.
- Role-playing and simulation exercises.
- Case study analysis of real-world recruitment scenarios.
- Practical application through hands-on activities.

Course Objectives

- Apply advanced strategies for sourcing and attracting high-caliber candidates.
- Conduct structured and competency-based interviews with confidence.
- Utilize assessment tools and techniques to evaluate candidate suitability.
- Mitigate unconscious bias and promote diversity in recruitment.
- Develop a robust, legally compliant selection process.

Target Audience

- HR professionals and recruitment specialists.
- Hiring managers and team leaders involved in talent acquisition.
- HR business partners and consultants.

Course content

Target Audience

• Anyone responsible for interviewing and selecting candidates.

Target Competencies

• Strategic talent sourcing

• Competency-based interviewing

• Candidate assessment and evaluation

• Bias mitigation in recruitment

• Legal and ethical hiring practices

Course outline

Day 1 : Strategic Talent Acquisition

• Understanding current trends in advanced recruitment.

• Building an effective employer brand to attract talent.

• Developing targeted sourcing strategies.

• Aligning recruitment with organizational goals.

Day 2 : Advanced Interview Techniques

• Designing competency-based and behavioral interviews.

• Structuring interviews for consistency and objectivity.

• Effective questioning and active listening skills.

• Managing challenging interview scenarios.

Day 3 : Assessment and Selection Tools

• Utilizing psychometric and skills-based assessments.

• Evaluating resumes and application materials critically.

Course content

Course outline

• Reference and background checking best practices.

• Integrating assessment outcomes into decision-making.

Day 4 : Mitigating Bias and Promoting Diversity

• Identifying and addressing unconscious bias in hiring.

• Implementing inclusive recruitment practices.

• Complying with legal and ethical standards.

• Promoting diversity for organizational success.

Day 5 : Optimizing the Recruitment Process

• Streamlining workflows for efficiency.

• Measuring recruitment effectiveness with key metrics.

• Continuous improvement and adapting to feedback.

• Action planning for immediate application.

Seminar dates

Available seminar dates

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

Date	Location	Format	Fee
Dates on request	Venue on request	Classroom	**Contact us**

Live online option	Online delivery is available at €1,850.-.