informatech

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

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

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.-.