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HUMAN RESOURCES AND TRAINING | HRT-073

# Advanced Selection, Interviewing and Recruitment

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# 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** |

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