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HUMAN RESOURCES AND TRAINING | HRT-039

Certified HR Assessor

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

Accurate assessment of employees and candidates is essential for effective hiring, development, and performance management. Organizations that rely on unstructured or subjective evaluation methods often face inconsistent decisions, bias, and reduced workforce effectiveness.

A Certified HR Assessor plays a critical role in ensuring that assessments are fair, structured, and aligned with organizational competencies and job requirements.

This programme is designed to equip HR professionals with the skills, tools, and methodologies required to conduct reliable assessments across recruitment, performance evaluation, and development processes. It focuses on competency-based assessment techniques, structured evaluation frameworks, and objective decision-making.

Course Methodology

This programme is highly practical and assessment-focused:

- Real-world assessment center case studies
- Role-play and simulation exercises
- Structured evaluation practice sessions
- Competency-based assessment workshops
- Practical tools, scorecards, and templates

Course Objectives

By the end of this programme, participants will be able to:

- Understand the principles of HR assessment and evaluation
- Design and apply competency-based assessment tools
- Conduct structured interviews and evaluations
- Assess candidates and employees objectively and consistently

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Course Objectives

- Reduce bias in HR decision-making processes
- Use assessment data to support HR decisions
- Improve recruitment and development outcomes through structured evaluation

Target Audience

This course is suitable for:

- HR Professionals and HR Managers
- Talent Acquisition Specialists
- Learning and Development Professionals
- Line Managers involved in hiring and evaluation
- Assessment Center Coordinators
- Performance Management Specialists

Target Competencies

Participants will develop competencies in:

- Competency-based assessment design
- Structured interviewing and evaluation
- Behavioral observation and analysis
- Candidate and employee scoring systems
- Objective decision-making techniques
- Bias awareness and reduction
- Assessment reporting and feedback delivery

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Course outline

Day 1: Foundations of HR Assessment

- Introduction to HR assessment principles
- Role of assessment in HR decision-making
- Types of assessments (recruitment, performance, development)
- Competency frameworks and their role in evaluation
- Ethical considerations in assessment
- Overview of assessment tools and methods

Day 2: Competency-Based Assessment Design

- Defining competencies and behavioral indicators
- Designing assessment criteria and scorecards
- Linking competencies to job roles
- Building structured evaluation frameworks
- Ensuring validity and reliability in assessment
- Practical exercise: designing assessment tools

Day 3: Interviewing and Behavioral Assessment

- Structured and competency-based interviewing techniques
- Behavioral event interviewing (BEI) approach
- Question design and scoring methods
- Observing and evaluating candidate behavior
- Avoiding bias in interviews
- Role-play: structured interview simulation

Day 4: Assessment Centers and Evaluation Techniques

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Course outline

- Introduction to assessment centers
- Group exercises and simulation activities
- Role-play and case-based evaluation methods
- Scoring participants objectively
- Collecting and analyzing assessment data
- Practical exercise: assessment center simulation

Day 5: Reporting, Feedback and Decision-Making

- Interpreting assessment results
- Writing clear and structured assessment reports
- Providing constructive feedback to candidates/employees
- Making data-driven HR decisions
- Improving assessment processes over time
- Final case study and assessment exercise

Seminar dates

Available seminar dates

Live dates and pricing for Certified HR Assessor generated from the course details page.

Date	Location	Format	Fee
20 - 24 July 2026	London - U.K	Classroom	**€4,200.-**
3 - 7 August 2026	Munich - Germany	Classroom	**€3,450.-**
7 - 11 September 2026	Kuala lumpur - Malaysia	Classroom	**€2,250.-**
12 - 16 October 2026	Amsterdam - Netherlands	Classroom	**€4,250.-**
9 - 13 November 2026	London - U.K	Classroom	**€4,200.-**
14 - 18 December 2026	Munich - Germany	Classroom	**€3,450.-**

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