informatech

HUMAN RESOURCES AND TRAINING | HRT-039

# Certified HR Assessor


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# 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

# Course content

## 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

# Course content

## 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

# Course content

## 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 |
|---|---|---|---|
| 7 - 11 September 2026 | Kuala lumpur - Malaysia | Classroom | **€1,800.-** |
| 12 - 16 October 2026 | Amsterdam - Netherlands | Classroom | **€3,400.-** |
| 9 - 13 November 2026 | London - U.K | Classroom | **€3,360.-** |
| 14 - 18 December 2026 | Munich - Germany | Classroom | **€2,760.-** |
| 18 - 22 January 2027 | Madrid - Spain | Classroom | **€3,400.-** |
| 15 - 19 February 2027 | London - U.K | Classroom | **€3,360.-** |
| 15 - 19 March 2027 | Munich - Germany | Classroom | **€3,400.-** |
| 19 - 23 April 2027 | Kuala lumpur - Malaysia | Classroom | **€1,800.-** |
| 17 - 21 May 2027 | Amsterdam - Netherlands | Classroom | **€3,400.-** |
| 21 - 25 June 2027 | London - U.K | Classroom | **€3,360.-** |
| 19 - 23 July 2027 | Munich - Germany | Classroom | **€3,400.-** |
| 16 - 20 August 2027 | Madrid - Spain | Classroom | **€3,400.-** |
| 20 - 24 September 2027 | London - U.K | Classroom | **€3,360.-** |
| 18 - 22 October 2027 | Munich - Germany | Classroom | **€3,400.-** |
| 15 - 19 November 2027 | Kuala lumpur - Malaysia | Classroom | **€1,800.-** |
| 20 - 24 December 2027 | Amsterdam - Netherlands | Classroom | **€3,400.-** |