

Certified HR Assessor

(5 Days Training Course)



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Why Attend

Most companies are nowadays requesting more from their employees. Networking, decision making, working across silos and a high level of engagement have become key ingredients of success. This complex situation is pushing line managers to pressure HR to improve the reliability and validity of assessment methodologies used for the recruitment, development and promotion of employees.

This course offers HR professionals the opportunity to get a solid understanding of various assessment tools and their effective use in recruitment and selection, talent and succession planning, and learning and development. From assessment and selection frameworks to assessment and development centers, this course enriches the knowledge and develops the skills of participants involved in the diversified and specialized world of assessments.

Course Methodology

The course is divided into two parts. The first part explores jobs being analyzed while the second focuses on the development and use of assessment methods and techniques. Participants will have the opportunity to experience different assessment methodologies and decide on suitability. Job analysis, assessment framework design, interviewing, assessment evaluations and fact finding exercises are examples of the activities conducted in this course. The modules are intensive and will be molded according to the nature of participants' activities and their functional learning expectations.

Course Objectives

By the end of the course, participants will be able to:

- Differentiate between various assessment tools and recommend usage within context of recruitment and selection, talent and succession planning, and learning and development
- Develop assessment frameworks designed for various job levels within the organization intended for assessment and development purposes
- Administer questionnaires and tests and recommend usage of psychometric assessment tools
- Design, conduct and evaluate structured and competency based interviews used for hiring or development purposes
- Participate in, and coordinate activities for, the design and implementation of assessment and development centers

Target Audience

HR business partners, recruitment and selection, employee relations, learning and development as well as performance management specialists and managers responsible for the coordination, design or implementation of assessments for internal employees or external candidates.

Target Competencies

- Job analysis
- Recruitment and selection
- Assessment and development centers
- Competency design and assessment
- Administrations and management
- Analytical skills
- Deciding and initiating action

Importance, use and reliability of assessment methodologies

The organizational environment has changed
Organizational complexity
Productivity expectations
Interdependence
Contextual use of assessments within HR functions
Recruitment and selection
Talent and succession management
Learning and development
Effectiveness and reliability of assessment tools and methods
Skills, abilities and certifications for assessors

Position requirements and assessment frameworks

Analysis of position requirements
Job description analysis
Job analysis interview
Competency analysis
Defining, prioritizing and leveling of technical and behavioral competencies
Aligning assessments criteria with business objectives
Development of assessment frameworks

Psychometrics, questionnaires and tests

Definition and possible uses
Psychometrics
'DISC' model
Personality versus ability assessments
Candidate report analysis
Vendor selection criteria
Reliability and drawbacks
Motivation and engagement assessment questionnaires
Job fit facets
Organizational fit facets
Aspiration and engagement questionnaires
360 and 180 degrees assessments
Knowledge and skill assessment tests

Types and effectiveness of interviews

Structured interviews
Definition and possible use
Development of interview guides and answer evaluation guides
Reliability and possible drawbacks
Competency based interviews
'STAR' approach for data collection
Interview guides
Questioning techniques
Quantification of results
Selection methodologies
Matrix approach
Gap analysis approach

Assessment and development centers

Assessment versus development centers
Center exercise selection criteria
In-tray
Fact finding
Analysis