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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                                 | <b>Contact us</b> |
| <b>Live online option</b> |                  | Online delivery is available at €1,850.-. |                   |