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HUMAN RESOURCES AND TRAINING | HRT-031

Fundamentals of Recruiting and Shortlisting

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Course content

Why Attend

Attracting and selecting the right talent is one of the most critical drivers of organizational success. Ineffective recruiting and poor shortlisting decisions can lead to increased turnover, higher costs, and reduced team performance.

Recruitment today goes beyond posting job ads—it requires a structured, data-informed approach to sourcing, screening, and selecting candidates who align with both role requirements and organizational culture.

This course is designed to provide practical, hands-on knowledge of the recruitment process, with a strong focus on effective candidate sourcing, CV screening, and shortlisting techniques. Participants will learn how to identify the best candidates efficiently while maintaining fairness, consistency, and quality in hiring decisions.

Course Methodology

This programme is delivered through a practical and interactive approach:

- Real-world recruitment scenarios and case studies
- Hands-on CV screening and shortlisting exercises
- Group discussions and role-playing activities
- Interview preparation and evaluation simulations
- Practical tools and templates for recruitment processes

Course Objectives

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

- Understand the end-to-end recruitment process
- Define job requirements and candidate profiles
- Apply effective sourcing strategies
- Screen CVs and shortlist candidates efficiently



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Course Objectives

- Use structured criteria for candidate evaluation
- Reduce bias in recruitment decisions
- Improve the quality and speed of hiring

Target Audience

This course is suitable for:

- HR Officers and Recruiters
- Talent Acquisition Specialists
- Hiring Managers and Team Leaders
- HR Coordinators and Administrators
- Professionals involved in recruitment and selection
- Anyone responsible for hiring decisions

Target Competencies

Participants will develop competencies in:

- Recruitment planning and sourcing strategies
- CV screening and candidate evaluation
- Shortlisting techniques and decision-making
- Job analysis and role profiling
- Structured hiring processes
- Bias awareness and fair selection practices
- Communication and candidate engagement



Course content

Course outline

Day 1: Introduction to Recruitment Fundamentals

- Overview of recruitment and talent acquisition
- Importance of effective hiring in organizations
- Recruitment lifecycle and key stages
- Roles and responsibilities in hiring
- Understanding job requirements and competencies
- Creating clear job descriptions

Day 2: Sourcing and Attracting Candidates

- Recruitment channels and sourcing strategies
- Writing effective job advertisements
- Using online platforms and social media for recruitment
- Building candidate pipelines
- Employer branding basics
- Practical exercise: sourcing strategy development

Day 3: CV Screening and Shortlisting Techniques

- Principles of effective CV screening
- Identifying key qualifications and experience
- Red flags and common screening mistakes
- Developing shortlisting criteria
- Ranking and prioritizing candidates
- Practical exercise: CV evaluation and shortlisting

Day 4: Candidate Evaluation and Interview Preparation



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Course outline

- Preparing structured interview questions
- Behavioral and competency-based interviewing basics
- Screening interviews and pre-assessments
- Evaluating candidate fit (skills, culture, potential)
- Reducing bias in candidate evaluation
- Role-play: interview and evaluation session

Day 5: Final Selection and Recruitment Best Practices

- Decision-making in candidate selection
- Reference checks and background verification
- Communicating with candidates professionally
- Improving recruitment efficiency and quality
- Common challenges and solutions in hiring
- Final exercise and recruitment simulation



Seminar dates

Available seminar dates

Live dates and pricing for Fundamentals of Recruiting and Shortlisting generated from the course details page.

Date	Location	Format	Fee
16 - 20 November 2026	Munich - Germany	Classroom	**€2,760.-**
7 - 11 December 2026	Kuala lumpur - Malaysia	Classroom	**€1,800.-**
21 - 25 December 2026	Amsterdam - Netherlands	Classroom	**€3,400.-**
11 - 15 January 2027	Cape Town - South Africa	Classroom	**€2,272.-**
8 - 12 February 2027	Munich - Germany	Classroom	**€3,400.-**
8 - 12 March 2027	Geneva - Switzerland	Classroom	**€4,200.-**
12 - 16 April 2027	Barcelona - Spain	Classroom	**€3,080.-**
10 - 14 May 2027	Amsterdam - Netherlands	Classroom	**€3,400.-**
14 - 18 June 2027	London - U.K	Classroom	**€3,360.-**
12 - 16 July 2027	Munich - Germany	Classroom	**€3,400.-**
9 - 13 August 2027	Kuala lumpur - Malaysia	Classroom	**€1,800.-**
13 - 17 September 2027	Amsterdam - Netherlands	Classroom	**€3,400.-**
11 - 15 October 2027	Paris - France	Classroom	**€3,600.-**
8 - 12 November 2027	Munich - Germany	Classroom	**€3,400.-**
13 - 17 December 2027	Dubai - UAE	Classroom	**€4,200.-**

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