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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

# Course content

## 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

# Course content

## 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.-** |

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