Smart Recruitment & Selection

Course Outline

Training Program Description

Effective recruitment and selection practices drive all successful organizations. In this course you will learn key recruitment and selection skills that you can adopt in your organization to deliver endless results.

Through the trainer's expertise and practical knowledge, you will be able to define the key concepts associated with Recruitment and Selection and you will be able to:
• Understand the importance of recruitment to the organization
• Identify the outcomes of the Selection Decision to the organization
• Detail the main biases that can occur during the selection process
• Implement an effective Recruitment Process
• Understand the function of the interview and types of interview questions that can be employed
• Discuss applications of psychometric testing within the recruitment process
• Effectively measure the recruitment process

This Training Program is designed for

Managers, supervisors and officers in the functions of Human Resources and/or recruitment whose job requires recruiting and selecting employees. The program is also very useful for all those outside Human Resources whose job requires conducting frequent and/or important selection interviews.

The Learning Model
The trainer uses up-to-date training techniques and a variety of training methods, to give all participants the best opportunities for learning, including:

• Class Session
• Discussions
• Simulations exercises
• Case studies and Problem Solving Exercises
• Individual assignments
• Templates and tools

Course Duration

14 Training Hours

Training Program Outline

Recruitment and the Organization

The Selection Decision

Biases in Selection
- Expectancy Effect
- Primacy Effect
- Information Seeking Bias
- Contrast and Quota Effect
- Stereotyping

The Recruitment Process
- Job Analysis and Job Descriptions
- Sourcing Candidates
- The Recruitment Interview
- Psychometric Testing
- Reference Checks and Making an Offer

The Recruitment Interview
- Mutual Preview
- Assessment
- Negotiation

Six Critical Types of Interview Questions

Reference Checking
- Preparation
- Data Collection
- Interpretation

How to Measure Recruitment Effectively
- Hire Rate
- Hire Ratio
- Quality of Hire
- Interview Time
- Source Cost Per Hire Ratios
- Interviewing Cost
- Recruiter Effectiveness
- Source Cost Per Hire Per Interview

HR Pulse

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