



Strategic Recruitment, Interviewing and Selection Training

Description

Introduction

Experienced and/or senior professionals in the recruitment and selection function as well as senior employees in Human Resources. The program is also very useful for those working in workforce planning and nationalization.

Objectives

- Plan and execute a professional recruitment campaign by using job profiles to attract the right quantity and quality of job candidates.
- Use the right measures and Key Performance Indicators (KPIs) to evaluate the effectiveness of recruitment efforts.
- Explain the various methods for assessing candidates and validity and reliability of each.
- Improve fairness and objectivity by utilizing standards and best practices throughout the various recruitment, interviewing and selection stages.
- Use the data collected from the recruitment and assessment stages to produce meaningful interview reports.

Content

Day One

Recruitment Plans

- Defining Needs
- Planning the Various Stages
- Roles of Line Managers and Recruitment Personnel
- Capturing and Tabulating Information
- Producing Recruitment Reports

Day Two

Candidate Assessment

- Validity and Reliability of Assessment Methods
- Reasons Interviews Are Not Enough
- Improving the Reliability of Interviews

Day Three

Fairness and Objectivity Issues

- Why CVs and Résumés are Unfair
- Fair Interview Formats and Structures
- Timings and Venues

Day Four

Advanced Interviewing Techniques

- Importance of Information and Data Capture
- Separating Fact from Fiction
- Avoiding 'Diplomatic' or 'Politically Correct' Answers
- Probing and Funneling

Day Five

Producing Interview Reports

- Objective versus Subjective Reports
- Translating Reports to Numbers
- The Use of Competency Levels in Interview Reports

Post Interview Steps

- Employment Offers: Dos and Don'ts
- Regret Letters

Measuring Recruitment Efforts

The Main KPIs for Measuring the Recruitment Function:

- Applicant Response Ratios
- Qualified Application Ratios
- Yield Rates
- Time to Fill and Time to Join
- Offer Acceptance Ratio

Exit Interview

- When, How and by Whom
- Format and Content
- Analysis and Findings
- Reporting Findings
- Exit Interview Sample

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