



HARNESS THE POWER
OF KNOWLEDGE

Recruitment and Selection Excellence

TRAIN



Course Overview:

The Recruitment and Selection Excellence course is designed to provide HR professionals, recruiters, and hiring managers with the knowledge and skills required to excel in the recruitment and selection process. Over five days, this comprehensive program will cover talent acquisition strategies, sourcing and screening techniques, interviewing best practices, diversity and inclusion in hiring, and compliance with employment laws.

Course Goals:

Upon completing this course, participants will be able to:

- 1- Understand the importance of effective recruitment and selection in talent acquisition
- 2- Develop and implement recruitment strategies aligned with organizational needs
- 3- Source and screen candidates efficiently and effectively
- 4- Conduct structured and legally compliant interviews
- 5- Foster diversity and inclusion in the hiring process
- 6- Ensure compliance with employment laws and regulations

Course Structure:**Day 1: Introduction to Recruitment and Talent Acquisition**

- The Role of Recruitment in Organizational Success
- The Talent Acquisition Lifecycle
- Aligning Recruitment with Organizational Strategy
- The Importance of Employer Branding
- Job Analysis and Job Descriptions
- Group Exercise: Job Description Development

Day 2: Sourcing and Screening Candidates

- Sourcing Strategies (Internal vs External)
- Online Job Boards and Social Media Recruitment
- Applicant Tracking Systems (ATS)
- Resume Screening and Candidate Evaluation
- Pre-Employment Assessments and Tests
- Practical Exercises: Resume Screening

Day 3: Effective Interviewing Techniques

- Structured vs Unstructured Interviews
- Developing Interview Questions
- Behavioral and Situational Interviewing
- Interviewer Bias and Mitigation
- Interviewing Skills and Techniques
- Mock Interview Exercises

Day 4: Diversity and Inclusion in Hiring

- The Business Case for Diversity and Inclusion
- Inclusive Job Advertisements
- Diverse Sourcing Strategies
- Fair and Unbiased Interviewing
- Addressing Unconscious Bias
- Group Discussion: Promoting Diversity in Recruitment

Day 5: Compliance and Legal Aspects of Recruitment

- Employment Laws and Regulations
- Equal Employment Opportunity (EEO)
- Background Checks and References
- Offer Letters and Employment Contracts
- Maintaining Recruitment Records
- Course Recap, Q&A