

Introduction:

In today's highly competitive business world, mastering interviewing is widely recognized as an essential managerial skill. Research has shown that traditional interviewing methods are often highly ineffective, with a success rate of less than two percent. This recruitment, selection, and interview course introduces the behavioral interviewing technique, which is strongly supported by professionals in psychology.

Mastering this approach will significantly enhance participants' ability to conduct effective interviews. The course also covers psychometric testing and personality assessments, equipping attendees with a well-rounded skill set applicable to performance evaluations and disciplinary interviews.

Whether you are an experienced human resources recruiter seeking career advancement or new to the field and looking for courses tailored for HR recruiters, this program offers a comprehensive framework explaining recruitment and selection in detail. It equips HR professionals with modern recruiting skills, enhancing their capabilities in today's evolving HR and recruitment landscape.

Intended Audience:

- Human resources managers
- Human resources supervisors
- Human resources personnel
- Recruitment team members
- Individuals wishing to improve their professional profile through advanced recruitment knowledge

Advanced Recruitment Techniques:

The course incorporates advanced recruitment methods critical to developing strong recruiting capabilities. Participants will learn essential recruiter skills through thorough training on the recruitment and selection process. This program stands out as a top-tier HR recruiter certification course.

Participants will gain detailed understanding of selection interviews and will be well-prepared to take on specialized roles such as policy analyst in recruitment, development program coordinator, recruitment systems analyst, or recruiter for data analyst positions. For those aiming to enhance their employee selection interview skills, this course offers a deep reservoir of knowledge and practical experience.

As a certified recruitment analyst program, this course represents one of the premier offerings in recruitment training, providing extensive exposure and essential recruitment skills. Whether focusing specifically on interview techniques or broader HR and recruitment practices, this program meets the needs of all aspiring HR recruiters.

Course Objectives:

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

- Understand the complexities involved in the modern recruitment and selection process.
- Apply an updated recruitment and selection procedure effectively.
- Develop criteria for creating job advertisements, shortlisting candidates, and designing practical interview questions.
- Communicate to others the time-saving and efficiency advantages of the new interview methodology.
- Assess when to use testing, personality profiles, and assessment centers.
- Implement a two-step questioning method combined with numerical scoring.
- Participate fully in the entire updated interview process.
- Streamline recruitment activities to optimize time use, cost efficiency, and effectiveness.
- Convert existing recruitment data into high-quality, quantifiable interview questions.
- Create personal development plans emphasizing balanced scoring systems and advanced behavioral questioning.

Targeted Competencies:

- Decision-making abilities
- Communication skills
- Negotiation techniques
- Interpersonal skills
- Influencing capabilities
- Cultural sensitivity

Course Content

Unit 1: Assessing Current Skills and Knowledge Versus New Techniques

- Exploring why interviews frequently fail to produce good results.
- Evaluating current levels of knowledge and skills through exercises.
- Practicing initial interviewing techniques.
- Observing others conduct interviews.
- Experiencing the interview process from the candidate's perspective.
- Debunking common myths about interviewing.
- Completing a personal personality profile.

Unit 2: The New Interviewing Process - Achieving Better Results

- Explanation of the new recruitment and interviewing model.
- Understanding the need to change traditional interview methods.
- Interactive discussions and reviews.
- The role of job descriptions in recruitment.
- Developing behavioral criteria relevant to specific roles.
- Practical exercises on gathering criteria information.
- Simulating the process of writing job advertisements.
- Techniques for efficient shortlisting of candidates.

Unit 3: Testing, Personality Profiling, and Assessment Centers

- Overview of different types of tests and their importance.
- Differentiating between psychometric and job-related tests.
- Designing and applying localized ability tests.
- Additional considerations for testing.
- Advances in personality profiling methods.
- Expected benefits from using personality profiles.

Unit 4: Questioning Techniques and Reading Body Language

- Introduction to modern interview questioning strategies.
- The benefits of signposting questions for clarity during interviews.
- Creating and using knowledge-based questions effectively.
- Skillful use of probing questions to gain deeper insights.
- Techniques for starting interviews successfully.
- Determining the ideal size of an interview panel.

- Organizing the interview environment for optimal results.
- Practical skills for interpreting body language cues during interviews.

Unit 5: Applying Interviewing Skills in Practice

- Review and consolidation of learned techniques.
- Group exercises on making introductions.
- Understanding the real cost of poor interviewing.
- Conducting several practical interview sessions.
- Making final candidate selections and executing professional follow-up actions.
- Updating personal skill and knowledge records for continued improvement.