



HUMAN RESOURCES AND TRAINING | HRT-073

Advanced Selection, Interviewing and Recruitment

Contact

+31 85 7444446
info@aractech.com
https://aractech.com

Address

Waarderweg 50, 2031PB Haarlem - Netherlands.

Course content

Why Attend

Overview

Why Attend

Course Methodology

- Interactive workshops and group discussions.
- Role-playing and simulation exercises.
- Case study analysis of real-world recruitment scenarios.
- Practical application through hands-on activities.

Course Objectives

- Apply advanced strategies for sourcing and attracting high-caliber candidates.
- Conduct structured and competency-based interviews with confidence.
- Utilize assessment tools and techniques to evaluate candidate suitability.
- Mitigate unconscious bias and promote diversity in recruitment.
- Develop a robust, legally compliant selection process.

Target Audience

- HR professionals and recruitment specialists.
- Hiring managers and team leaders involved in talent acquisition.
- HR business partners and consultants.
- Anyone responsible for interviewing and selecting candidates.

Course outline

Detailed course outline

Day-by-day outline for Advanced Selection, Interviewing and Recruitment.

Day 1 - Strategic Talent Acquisition

- 09:00-09:45 | Understanding current trends in advanced recruitment.
- 09:45-11:00 | Building an effective employer brand to attract talent.
- 11:00-11:30 | Coffee break
- 11:30-11:45 | Building an effective employer brand to attract talent. (continued)
- 11:45-13:15 | Developing targeted sourcing strategies.
- 13:15-14:00 | Aligning recruitment with organizational goals.

Day 2 - Advanced Interview Techniques

- 09:00-10:48 | Designing competency-based and behavioral interviews.
- 10:48-11:00 | Structuring interviews for consistency and objectivity.
- 11:00-11:30 | Coffee break
- 11:30-12:12 | Structuring interviews for consistency and objectivity. (continued)
- 12:12-13:06 | Effective questioning and active listening skills.
- 13:06-14:00 | Managing challenging interview scenarios.

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Day 3 - Assessment and Selection Tools

- 09:00-09:54 | Utilizing psychometric and skills-based assessments.
- 09:54-11:00 | Evaluating resumes and application materials critically.
- 11:00-11:30 | Coffee break
- 11:30-12:12 | Evaluating resumes and application materials critically. (continued)
- 12:12-13:06 | Reference and background checking best practices.
- 13:06-14:00 | Integrating assessment outcomes into decision-making.

Day 4 - Mitigating Bias and Promoting Diversity

- 09:00-09:54 | Identifying and addressing unconscious bias in hiring.
- 09:54-11:00 | Implementing inclusive recruitment practices.
- 11:00-11:30 | Coffee break
- 11:30-12:12 | Implementing inclusive recruitment practices. (continued)
- 12:12-13:06 | Complying with legal and ethical standards.
- 13:06-14:00 | Promoting diversity for organizational success.

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Day 5 - Optimizing the Recruitment Process

- 09:00-09:54 | Streamlining workflows for efficiency.
- 09:54-10:48 | Measuring recruitment effectiveness with key metrics.
- 10:48-11:00 | Continuous improvement and adapting to feedback.
- 11:00-11:30 | Coffee break
- 11:30-12:12 | Continuous improvement and adapting to feedback. (continued)
- 12:12-14:00 | Action planning for immediate application.

Seminar dates

Available seminar dates

Live dates and pricing for Advanced Selection, Interviewing and Recruitment generated from the course details page.

Date	Location	Format	Fee
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No seminar dates are currently available.