

# aractech

Global Learning for Operational Leaders



Analysis

0.113129



DATA

0.02834%



HUMAN RESOURCES AND TRAINING | HRT-012

## Recruitment, Interviewing and Selection

### Contact

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

### Address

Waarderweg 50, 2031PB Haarlem - Netherlands.

# Course content

## Why Attend

This course is a fundamental cornerstone for any manager or human resource professional before hiring job candidates. Active participation will equip you with comprehensive knowledge and practical skills for conducting effective interviews, implementing successful recruitment approaches, and executing thorough selection processes. You will gain valuable insights into behavioral assessment techniques and learn to recognize potential red flags during candidate evaluation. The course also explores why poor hiring decisions frequently result in substantial time expenditure, financial losses, decreased team morale, and diminished productivity.

By understanding these critical aspects of talent acquisition, you'll develop the expertise needed to identify truly qualified candidates whose skills and values align with your organization's needs, ultimately avoiding the costly mistake of hiring unsuitable personnel.

## Course Methodology

• The course combines interactive tools such as mini-lectures, case studies, group activities, and role plays. It also includes a selection of short films to inject a higher dose of practicality into the material.

## Course Objectives

- Define recruitment, list its main steps, and learn the best methods and sources for attracting qualified candidates
- Practice the various techniques used for shortlisting and assessing candidates and the reliability and validity of each
- Differentiate between the main types of selection interviews and when and how to use each
- Prepare and conduct a probing interview for any vacancy and level in the organization
- Use the data collected from various assessment stages for selection purposes

## Target Audience

- Managers, superintendents, supervisors, and officers in the functions of human resources or recruitment whose jobs require recruiting and selecting employees. The course is also very useful for all those outside human resources whose jobs require conducting frequent and important selection interviews.
- Target Competencies
- Decision making



# Course outline

## Detailed course outline

Module-by-module outline for Recruitment, Interviewing and Selection.

### Module 1 - Recruitment and Selection

- Recruitment versus selection
- Stages in the recruitment process
- Roles and responsibilities at each stage
- Managing relations with other HR functions

### Module 2 - Defining requirements

- Building a job profile: The use of essentials and desirables
- Job description: Format
- Person's specifications
- Personal profile

### Module 3 - Attracting candidates

- Various sources for attracting candidates:
- Referrals and internal candidates
- Recruitment ads
- Advertising pros and cons
- Internet and websites
- Recruitment agencies and head hunters

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Module-by-module outline for Recruitment, Interviewing and Selection.

### Module 4 - Screening Candidates and Shortlisting

- Tangible versus intangible criteria
- Shortlisting steps
- Scope of an assessment center
- The use of CVs, résumés and applications for shortlisting
- Verifying online applications

### Module 5 - Interviewing Candidates

- Screening and biographical interviews
- Serial and sequential interviews
- Hypothetical interviews
- Panel interviews: Pros and cons
- Competency based interviews
- Interview guidelines

# Seminar dates

## Available seminar dates

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

Date	Location	Format	Fee
18 - 22 May 2026	Frankfurt	Classroom	€2,275
22 - 26 June 2026	Barcelona	Classroom	€2,695
13 - 17 July 2026	Istanbul	Classroom	€1,995
17 - 21 August 2026	Rome	Classroom	€2,975
21 - 25 September 2026	Munich	Classroom	€2,415
19 - 23 October 2026	Amsterdam	Classroom	€2,975
2 - 6 November 2026	London	Classroom	€2,940

**Live online option**

Online delivery is available at €1,250.