XCELERATE TRAINING INSTITUTE

your learning & development partner

HUMAN RESOURCES MANAGEMENT (HRM)

Recruitment, Interview and Selection Training Course

DURATION	LANGUAGE	FORMAT
5 days	**English**	**Classroom / Online**

Upcoming dates

Dates	Venue	Format	Fee
14 – 18 Jun 2027	Live online	Online (live)	**€1,200**
19 – 23 Jul 2027	Amman	Classroom	**€4,800**
20 – 24 Dec 2027	Live online	Online (live)	**€1,200**

Register or ask a question

Online: x8ti.com/course/recruitment-interview-and-selection-training-course/

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Recruitment, Interview and Selection Training Course

Introduction

Introduction

Human Resource Planning is one of the most important and critical aspects for any organization. It involves a high level of risk and benefit for the organization.

The future of any organization depends on the people working in it and impacts culture and branding. So, the Recruitment, Interview and Selection must be done right. While right people can lead to astounding results, wrong one's can break your back.

Recruitment is the core of any organization. It involves inviting, advertising, screening, shortlisting, selecting, and onboarding of an employee. It is a remarkably interesting as well as a costly process. It is especially important to understand the right competencies required for the business.

This Xcelerate Training course will empower you to identify the difference between Recruitment, Interview and Selection. And learn how to get the whole process right with optimal efforts and investment.

Learning Objectives

- Define what is a recruitment and why it is important to recruit right
- Differentiate between Recruitment, Interviewing and Selection
- Learn the skills to identify KSA (Knowledge, Skills, and Abilities)
- Learn competency mapping by collaborating with different stakeholders
- Collaborate / partner with various agencies to invite applicants/ applications
- Select the right people on the panel for the success of the interviewing process
- Define the competencies and build a repository of questions each interviewer will ask
- Track the feedback from each interviewer and document for future reference
- Manage the employee experience by regularly communicating the updates
- Learn the techniques to assess the functional and behavioral competencies
- Select the right fit basis the value and skill alignment
- Learn different methodologies and techniques for selecting the right candidate

Training Methodology

Xcelerate Training Institute has designed this program on Recruitment, Interview and Selection Training Course for anyone in the organization who is into recruiting and selecting.

This workshop is an interactive session as participants from all cultures participate in this training program and share their own office experiences and challenges.

Customized modules can be arranged for organization-specific learning requirements. This program involves group discussions, case studies, and role-plays.

Benefits for Your Organization

- Learn to identify if the organization has a shortage of employees to achieve the goals
- Learn to strategize the process and hire for business needs
- Participants would be able to collaborate and speed up hiring
- Prepare and set up the Recruitment policy for different categories of employees
- Maintain the balance between recruitment policies, processes, and procedures of the organization
- Identifying the area of improvement in business
- Collaborating with line managers to align the competencies as per the business requirements
- Apply the best suitable methodology of recruitment, interview and selection basis the profile you are hiring for
- Hire the right skill and attitude by avoiding biases
- Optimize the cost of hiring by preventing turn over attrition and miss-hire
- Create a pipeline of potential recruits by managing data and documents on appropriate software/tools

Benefits for You

- Participants would learn the process of shortlisting and selecting the right candidate
- Would learn the difference between Recruitment, Interview and Selection
- Learn the different types of interviews (Telephonic, Face to face, Group, etc.)
- Participants would learn to design the Recruitment and Selection process from scratch
- Would be able to assess a candidate’s CV/ Resume before inviting them
- Learn to deal with difficult situations while Recruiting, Interviewing and Selecting
- Learn to ask the right set of questions to the candidates
- Participants would collaborate with Line manager to understand the need of the business
- Learn to create the right advertisement for inviting right candidates
- Learn to connect with different job consulting agencies/platforms
- Learn to avoid bias with the candidate
- Would learn to manage the experience for the candidate
- Learn to negotiate the package and compensation
- Learn to communicate rejection assertively without being rude/ offensive
- Learn to manage exigencies (critical business demands) by creating pipeline of prospective good profiles
- Would be able to observe and learn the process

Target Audience

Recruitment Consultants, Leaders and Managers, HR personnel, Line Managers, HR experts, OD Consultants, Independent consultants.

Course Outline

Recruitment and Selection

- Recruitment and selection
- Recruitment process – Steps
- Competency mapping – Roles and responsibilities of a recruiter
- Maintaining balance with other HR functions

Identifying requirement

- Collaborating with Management/line managers/ technical leaders to identify the competencies for recruitment
- Designing job description
- Right Profile – Assessment of duties for the said profile
- Specifications of business needs

Inviting candidates/ spreading the word for vacancies

- Proper use of various tools for attracting candidates
- Internal candidates (IJP's) and referrals
- Online advertisements
- Job consulting agencies
- Campus selection
- Word of mouth by existing employees, Glass door and other platforms

Screening and shortlisting candidate CV

- Analyzing various criteria
- Shortlisting step by step
- Reviewing the CV's and resumes
- Usage of online portals

Conducting Interviews: Using the various methodology

- Assessing language skills
- Conducting group discussions
- Analyzing competencies through aptitude tests
- Panel interviews
- Personal interview
- Assessing skills relevant to the job role
- Identifying the ability to handle the pressure
- Assessing the Pros and cons of the candidate
- Assessment Center and Development Center
- Values and skill match (Skills can be taught but values must be in alignment)

Candidate evaluation

- Capturing the right data from the candidate
- Remarks from the various rounds of interviews – Competency alignment
- Revisiting the profile
- Assessing the experience as per the need of the business
- Check for any disciplinary or legal charges or conduct of the candidate / Background verification (BGV)

Finalizing the candidate

- Revisiting the competencies required for the job profile
- Utilization of selection matrix
- Analyzing the competency gaps and if any improvement required for the business
- Coordinating with management

Recruitment and selection database / documentation

- Building a database for every candidate
- Tracking data as and when required
- Maintaining physical files as well as soft files for all the candidates for future reference
- Critical incidents to be captured and recorded
- Coordinating with other HR functions/ departments

FAQ’s and Interaction with Established and Successful Recruitment Specialists

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Registration Form

Recruitment, Interview and Selection Training Course

Preferred dates: ..... Venue or online: .....

Duration: 5 days Language: .....

Please complete and email this form to us, or register online. We confirm your place and send the invoice within one working day.

Delegate information

Full name (Mr / Ms / Dr / Eng): .....

Position: ..... Telephone / mobile: .....

Official email: ..... Personal email: .....

Company information

Company name: .....

Address: .....

City / country: ..... VAT / tax number: .....

Person responsible for training & development

Full name (Mr / Ms / Dr / Eng): .....

Position: ..... Telephone / mobile: .....

Email: .....

Payment

☐ Please invoice me ☐ Please invoice my company

Signature: ..... Date: .....

Call
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Email this form
info@x8ti.com

Register online
Open the course page