XCELERATE TRAINING INSTITUTE

your learning & development partner

HUMAN RESOURCES MANAGEMENT (HRM)

Recruitment Skills Training Course

DURATION	LANGUAGE	FORMAT
5 days	English	Classroom / Online

Upcoming dates

Dates	Venue	Format	Fee
15 – 19 ???? 2027	Live online	Online (live)	€1?200
26 – 30 ????? 2027	Kuala Lumpur	Classroom	€3?600
27 ?????? – 1 ?????? 2027	Live online	Online (live)	€1?200

Register or ask a question

Online: x8ti.com/course/recruitment-skills-training-course-2/

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Recruitment Skills Training Course

Introduction

Introduction

Recruitment is a critical element in the accomplishment of any business. Recruitment is a process of locating and hiring the right people in the organization. An organization is defined by the employees in it, so guaranteeing employing the right staff at the right time is crucial for success.

The recruiter's job is to attract, select, and appoint competent candidate. Recruiters are the first line of contact to the potential candidates, evaluating the qualities and building the relationship with the candidate throughout the recruitment process is the recruiter's responsibility.

A rapid and efficient recruitment process reduces cost and enhances the organization's reputation. Recruitment skills ensure that the top talent is identified, engaged and hired. The people responsible for recruiting must be dedicated to ensuring they abide by regulation and best practice to avoid any potential mortification or inflated legal process/ action.

Xcelerate Training Institute has designed this course to help HR and Recruitment professionals gain a thorough knowledge of recruitment. Participants will benefit from the theoretical know-how and hands-on practice that they experience during this program.

Learning Objectives

- Understand what recruitment is and its importance
- Identify the tools and methods used for recruitment
- Define the basic and advanced techniques of recruitment
- Differentiate between recruitment and selection
- Understand the theories of delivering an effective, fair and healthy recruitment drive
- Characterize best practice and the legislature enveloping recruitment
- Assertively make unbiased recruitment decisions
- Effectively recruit, evaluate, stream and position the candidates
- Describe and explore the options available when running a recruitment campaign
- Deliver fair and effective interview process
- Develop an approach appealing to the candidate and displaying the organization in a good light
- Establish the importance of the process while identifying the excellent form of assessment methods for different roles

Training Methodology

This Recruitment Skills Training Course is designed for HR professionals aspiring to take the recruitment experience to the next level. The session is facilitated using real-life workplace cases, activities and role-plays, and video analysis. The competitive edge lies in the interaction with HR professionals from different industries and organizations enhancing exposure.

We at Xcelerate Training Institute design training programs with the focus on successful implementation, participants get a chance to plan-do-check-act their solutions and ideas. There is real-time feedback which enables participants to think beyond limited perspective.

Benefits for Your Organization

- The organization would have a strong and effective talent pool
- Successfully attract more business by hiring top talent in the market
- The organization would have the process of expanding the network and attracting passive candidates
- Effectively design the strategy to identify critical skills in the candidate while interviewing
- The organization would establish best practices of interview management, including how to prepare candidates before an interview and how to debrief them afterwards
- The organization would have an abundant and appealing approach for recruiting
- The organization would have advanced technical means to attract a competent candidate

Benefits for You

- Learn to establish the professional image of the organization one wishes to work with
- Understand and use the protocol and best exercise making the recruitment process fair, strong, and suitable for hiring competent candidates
- Participants would be able to display team spirit by hiring a like-minded yet diverse workforce
- Learn rational evaluation and selection process to identify the finest candidates
- Participants would conduct effective interviews by asking improved behavioral and situational questions
- Participants would be able to write an effective job description
- Learn to give and receive positive feedback to employees and management
- Participants would be able to explore a variety of job portals/sources from the candidates and management
- Learn to build a strong social media network
- Participants would learn the skills of anticipating future needs of the organization

Target Audience

Professionals in the HR space who are driven to take on the challenging role and targets associated with recruitment. Passionate HR or functional professionals who love to network and collaborate in high performing organizations that are constantly on the lookout for highly competent employees.

Course Outline

Basics of Recruitment

- What is Recruitment?
- Benefits and Importance of effective recruitment
- Difference between recruitment and hiring
- Process of recruitment

- Methods and strategies of recruitment

Methods of Recruitment

- Advertising through organizations careers site, job boards, social media and industry publications
- Accessing organizations talent pool database
- Considering employee referral
- Rehiring ex-employees (Boomerang employees)
- Promoting and transfer of existing employees
- Collaborating with Employment Exchange
- Recruitment agencies and professional organizations

Steps of Recruitment

- Planning the recruitment process
- Developing strategies
- Searching through the right source (Internal and External Source)
- Attracting competent candidate
- Screening and shortlisting candidates
- Interviewing the candidate
- Reference and background check

Recruitment Strategies to Improve Hiring Process

- Developing a clear and effective employer brand
- Creating a job post that reflects the organization (Type, Values, and Morals)
- Proper usage of social media
- Using Applicant Tracking System (saves money and time)
- Exploring niche job boards/sites
- Campus recruitment

Basic/ Soft Recruitment Skills

- Efficient communication
- Confidence and curiosity to learn more about the candidate
- Effective listening skills and an eye for detail
- Talent to identify and display positive body language
- Being reliable
- Patience and ability to anticipate future
- Strong networking and relationship-building skills

Advanced / Hard Recruitment Skills

- Data-driven approach
- Effective marketing and sales ability
- Usage of technology to track and attract candidates
- Critical thinking and using social media
- Time management and multitasking

- Manage and deliver to expectations
- Ability and willingness to learn and adapt

Experimentation Recruitment Skills

- Observing your daily work for any change or improvement
- Questioning an interesting observation
- Hypothesis (Predicting the possibility of how and why)
- Controlling certain variables and measure the results
- Determining whether the initial hypothesis was correct

Becoming a Successful Recruiter

- Writing SMART goals (specific, measurable, achievable, relevant, time-based)
- Tracking success on a daily basis
- Receiving feedback from colleagues and managers
- Working on improving weaknesses
- Creating a road map for self-improvement

Cost Evaluation and Control

- Recruiters Salary (Fixed/ Variable)
- Cost and time spent on preparing for job analysis and advertisement
- Administrative expenses
- Cost for outsourcing the work or overtime while vacancies remain unfilled
- The cost incurred in recruiting incompatible candidates

FAQ’s, Role-plays, Case studies and Discussions

- Workshops can be custom designed to suit the needs of the client organizations
- Q & A session with industry experts
- Participants can take up projects and get guidance to refine their current recruitment methodologies

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Registration Form

Recruitment Skills 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
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Register online
Open the course page