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RECRUITMENT AND SELECTION TECHNIQUES[©]

The course

This course is for managers and HR professionals from organizations who wish to develop tools for acquiring and retaining the best employees using principles of targeted recruitment and selection. It will include recruitment and the selection process, résumé screening, questions according to the job specific competencies, interview techniques and a lot of practice.

It will enable you to explore and develop the main principles of selection and recruitment. Assess the motivational aspects regarding different jobs including behaviour during interview. And clarify types of behavioural questions that may help you identify the competence level of a candidate.

Learning outcomes

- Focus interviews and selection procedures on job-related information
- Organize the elements of the selection process into an effective system
- Obtain specific behavioural information that may be used to predict future behaviour
- Assess the motivation of a candidate
- Elaborate a recruitment and selection brochure that can be used by the participants in the future.

Course details

6- 12 participants in a group

Period: 1 and 1/2 days, from 9:00 to 17:00; 9:00 to 13:00

Trainer: Georgeta Dendrino

AGENDA

1. TARGETED SELECTION OVERVIEW

- Overview
- Common selection problems
- Targeted selection components
- Interviewer skill areas

2. COMPETENCIES, DATA AND STARS

- Competencies: Targets for Success
- Data
- Stars

3. MOTIVATIONAL FIT

- Job Fit Facets
- Organization Fit Facets
- Interviewing for Motivational Fit

4. INTERVIEW TECHNIQUES

- Using the Interview Guide
- Asking Follow-up Questions
- Taking Notes
- Building Rapport
- Managing the Interview

5. USING TARGETED SIMULATIONS - PRACTICE

6. DATA EVALUATION

7. SKILL PRACTICE

- Feedback - What and Why

8. RESUMES AND REFERENCES

- Resume Screening
- Reference Checking

9. MAKING A POSITIVE IMPRESSION