

# Recruitment, Interviewing and Selection Course

## Venue Information

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**Venue:** London UK

**Place:**

**Start Date:** 2025-12-22

**End Date:** 2025-12-26

## Course Details

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**Net Fee:** £4750.00

**Duration:** 1 Week

**Category ID:** HRMC

**Course Code:** HRMC-20

## Syllabus

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### Course Syllabus

#### Introduction

Managers, superintendents, supervisors and officers in the functions of Human Resources and/or recruitment whose job requires recruiting and selecting employees. The program is also very useful for all those outside Human Resources whose job requires conducting frequent and/or important selection interviews.

#### Objectives

- Define recruitment, list its main steps and learn the best methods/sources for attracting qualified candidates.
- Practice the various techniques used for short listing and assessing candidates and the reliability and validity of each.
- Discover the main types of selection interviews and when and how to use each.

## **Recruitment and Selection**

- Recruitment versus Selection
- Roles and Responsibilities in Each Stage
- Managing Relations with Other HR Functions

## **Defining Requirements**

- Building a Job Profile: The Use of Essentials and Desirables

## **Attracting Candidates**

- Various Sources for Attracting Candidates:
- Referrals and Internal Candidates
- Advertising: Pros and Cons
- Internet and Websites
- Recruitment Agencies and Head Hunters
- Career Fairs and Universities

## **Screening Candidates and Short Listing**

- Tangible versus Intangible Criteria
- The Use of CVs, Résumés and Applications for Short Listing
- Verifying On-Line Applications

## **Interviewing Candidates**

- Screening and Biographical Interviews
- Hypothetical Interviews
- Panel Interviews: Pros and Cons
- Competency-Based Interviews

## **Evaluating Candidates**

- Importance of Data Capture
- Objective versus Subjective Remarks
- Legal and Fairness Issues
- Producing a Personal Profile

## **The Selection Decision**

- Criteria that Should Be Used
- Use of Decision Matrixes in Selection
- Use of Competency Gap Analysis

- Physical Files versus Soft Files
- HR Management Systems