

# Strategic 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-26

### Syllabus

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## Course Syllabus

### Introduction

Experienced and/or senior professionals in the recruitment and selection function as well as senior employees in Human Resources. The program is also very useful for those working in workforce planning and nationalization.

### Objectives

- Plan and execute a professional recruitment campaign by using job profiles to attract the right quantity and quality of job candidates.
- Use the right measures and Key Performance Indicators (KPIs) to evaluate the effectiveness of recruitment efforts.

interview reports.

## **Content**

### **Day One**

#### **Recruitment Plans**

- Defining Needs
- Planning the Various Stages
- Roles of Line Managers and Recruitment Personnel
- Capturing and Tabulating Information
- Producing Recruitment Reports

### **Day Two**

#### **Candidate Assessment**

- Validity and Reliability of Assessment Methods
- Reasons Interviews Are Not Enough
- Improving the Reliability of Interviews

### **Day Three**

#### **Fairness and Objectivity Issues**

- Why CVs and Résumés are Unfair
- Fair Interview Formats and Structures
- Timings and Venues

### **Day Four**

#### **Advanced Interviewing Techniques**

- Importance of Information and Data Capture
- Separating Fact from Fiction
- Avoiding 'Diplomatic' or 'Politically Correct' Answers
- Probing and Funneling

### **Day Five**

#### **Producing Interview Reports**

- Objective versus Subjective Reports
- Translating Reports to Numbers
- The Use of Competency Levels in Interview Reports

## **Measuring Recruitment Efforts**

### **The Main KPIs for Measuring the Recruitment Function:**

- Applicant Response Ratios
- Qualified Application Ratios
- Yield Rates
- Time to Fill and Time to Join
- Offer Acceptance Ratio

### **Exit Interview**

- When, How and by Whom
- Format and Content
- Analysis and Findings
- Reporting Findings
- Exit Interview Sample