

## **Training Program Outline: Managing Recruitment and Selection Activities**





# Course Description

This training program is designed to provide participants with comprehensive knowledge and practical skills in managing recruitment and selection activities.

The course will cover all stages of the recruitment process, from job analysis and sourcing candidates to interviewing and onboarding taking into consideration legal liabilities.

This course provides a systematic examination of choices that confront managers in any organization who wish to implement effective human resource recruitment and selection strategies and activities. These choices are presented through introduction to the concepts within the human resources management context as well as the organizational context.

# Course Objectives

**Describe the role and activities of human resources management in facilitating the steps required for recruitment and selection of human resources in organizations**

**Understand the Recruitment Process:**

Gain a thorough understanding of the entire recruitment and selection process.

Learn best practices for each stage of recruitment.

**Develop Effective Job Descriptions:**

Create clear and attractive job descriptions.

Understand the importance of accurate job specifications.

**Master Sourcing and Attracting Candidates:**

Explore various sourcing channels and techniques.

Learn how to attract high-quality candidates.

**Enhance Interviewing Skills:**

Develop effective interviewing techniques.

Learn how to conduct different types of interviews.

**Improve Selection and Decision-Making:**

Utilize assessment tools and techniques.

Make informed and unbiased hiring decisions.

**Understand Legal and Ethical Considerations:**

Ensure compliance with employment laws.

Maintain ethical standards throughout the recruitment

Recognize how legislation, technology, changing economic conditions, labour force dynamics, and other external factors influence personnel recruitment and selection practices.

# Who should attend?

- HR Professionals
- Recruitment Specialists
- Hiring Managers
- Talent Acquisition Specialists
- HR Consultants
- Line Managers involved in hiring

## *Outline Day 1*

### **Day 1: Introduction to Recruitment and Selection**

#### **Session 1: Overview of Recruitment and Selection**

- Introduction to Recruitment and Selection
- Importance of Effective Recruitment
- Steps in the Recruitment Process
- **Activity:** Group Discussion on Current Recruitment Practices

#### **Session 2: Job Analysis and Job Descriptions**

- Understanding Job Analysis
- Methods for Conducting Job Analysis
- Writing Effective Job Descriptions
- **Activity:** Job Description Workshop

#### **Session 3: Legal and Ethical Considerations**

- Legal Aspects of Recruitment
- Ethical Considerations in Hiring
- Avoiding Discrimination in Recruitment
- **Activity:** Legal Compliance Checklist

## *Outline Day 2*

### **Day 2: Sourcing and Attracting Candidates**

#### **Session 1: Sourcing Strategies**

- Internal vs. External Sourcing
- Using Job Portals and Social Media
- Employee Referrals and Networking
- **Game:** Sourcing Channels Puzzle
- **Case Study:** Effective Sourcing Techniques

#### **Session 2: Employer Branding and Candidate Attraction**

- Importance of Employer Branding
- Building a Strong Employer Brand
- Attracting Passive Candidates
- **Case Study:** Successful Employer Branding

#### **Session 3: Crafting Compelling Job Advertisements**

- Writing Engaging Job Ads
- Key Elements of Job Advertisements
- Channels for Posting Job Ads
- **Game:** Job Ad Writing Contest

## **Day 3: Interviewing Techniques and Skills**

### **Session 1: Preparing for Interviews**

- Types of Interviews
- Preparing Interview Questions
- Structuring the Interview
- **Game:** Interview Question Creation

### **Session 2: Conducting Effective Interviews**

- Behavioral and Competency-Based Interviews
- STAR Technique for Interviews
- Handling Difficult Interview Situations
- **Activity:** Interview Role-Play
- **Case Study:** Successful Interview Techniques

### **Session 3: Evaluating Candidates**

- Candidate Evaluation Criteria
- Avoiding Bias in Evaluation
- Using Evaluation Tools and Scorecards
- **Game:** Evaluation Criteria Challenge

## *Outline Day 4*

### **Day 4: Selection and Decision-Making**

#### **Session 1: Assessment Tools and Techniques**

- Overview of Assessment Methods
- Psychometric Testing
- Work Samples and Simulations
- **Activity:** Assessment Tool Practice

#### **Session 2: Making the Hiring Decision**

- Reviewing Candidate Information
- Collaborative Decision-Making
- Making the Final Choice
- **Activity:** Decision-Making Workshop

#### **Session 3: Extending Job Offers and Onboarding**

- Creating Job Offers
- Negotiating Terms with Candidates
- Designing an Effective Onboarding Process
- **Activity:** Job Offer Creation Exercise

## *Outline Day 5*

### **Day 5: Continuous Improvement and Final Projects**

#### **Session 1: Measuring Recruitment Effectiveness**

- Key Recruitment Metrics
- Analyzing Recruitment Data
- Continuous Improvement Strategies
- **Game:** Recruitment Dashboard Creation

#### **Session 2: Recruitment Technology and Trends**

- Recruitment Software and Tools
- Leveraging AI in Recruitment
- Emerging Trends in Recruitment
- **Case Study:** Adoption of New Recruitment Technologies

#### **Session 3: Final Project and Presentations**

- Feedback and Discussion
- Closing Remarks
- Participant Feedback Collection
- Final Q&A and Discussion
- Certificates Distribution

#### **Wrap-Up and Review**

- Overall Review of Key Concepts
- Summary of Activities, Games, and Case Studies
- Participant Feedback Collection
- Certificates Distribution
- Final Q&A and Discussion