HR Management · HR381

Recruitment and Selection Techniques

Duration	Fee	Category
1 Week	**from £3,650**	**HR Management**
Ref	Language	Certificate
HR381	**English**	**Certificate of attendance**

Introduction

Effective recruitment and selection are critical to building a high-performing and sustainable workforce. This 5-day program is designed to provide participants with practical knowledge and modern tools to attract, assess, and select the right talent for their organizations. The course covers the full recruitment lifecycle—from workforce planning and job analysis to interviewing, assessment, and onboarding—while emphasizing best practices, fairness, and data-driven decision-making. Participants will gain hands-on experience through case studies, role-plays, and real-world examples to enhance hiring outcomes.

Course Objectives of Recruitment and Selection Techniques

At the end of this program participants will be qualified to:

- Understand the end-to-end recruitment and selection process.
- Conduct effective job analysis and prepare clear job descriptions.
- Apply appropriate sourcing strategies to attract qualified candidates.
- Use structured interviewing and assessment techniques.
- Evaluate candidates objectively and minimize bias in selection.
- Make informed hiring decisions aligned with organizational needs.
- Improve candidate experience and employer branding.

Course Methodology of Recruitment and Selection Techniques

- Lectures and Expert Insights: Leading industry experts will share their insights and best practices.
- Case Studies: Analyze real-world talent acquisition challenges and solutions.
- Group Discussions: Engage in meaningful discussions and share experiences with peers.
- Role-Playing and Simulations: Practice recruitment scenarios to enhance skills.
- Hands-on Workshops: Gain practical experience in using recruitment tools and techniques.

Organizational Impact of Recruitment and Selection Techniques

- Improved quality of hires

- Reduced employee turnover and recruitment costs
- More consistent and fair hiring practices
- Stronger alignment between talent and business needs
- Enhanced employer brand and candidate experience
- Increased productivity through better workforce planning

Personal Impact of Recruitment and Selection Techniques

- Practical skills to conduct professional recruitment and interviews
- Confidence in evaluating and selecting the right candidates
- Stronger communication and questioning techniques
- Ability to reduce hiring risks and unconscious bias
- A structured approach to recruitment and selection
- Enhanced career prospects in HR and people management roles

Target Audience of Recruitment and Selection Techniques

- HR Officers, Executives, and Managers
- Recruitment and Talent Acquisition Professionals
- Line Managers involved in hiring decisions
- Department Heads and Team Leaders
- Business Owners and Supervisors
- Anyone responsible for recruiting and selecting staff

Course Outlines

DAY 1

Recruitment Fundamentals & Workforce Planning

- Overview of recruitment and selection
- Workforce planning and talent forecasting
- Job analysis and competency mapping
- Writing effective job descriptions and specifications

Day 2

Sourcing & Attracting Talent

- Internal vs. external recruitment methods
- Employer branding basics
- Advertising vacancies and using job portals
- Social media and digital recruitment
- Shortlisting techniques

Day 3

Interviewing Techniques

- Types of interviews (structured, behavioral, panel)
- Competency-based interviewing
- Effective questioning and listening skills
- Interview preparation and evaluation
- Interview role-plays

Day 4

Selection Tools & Decision-Making

- Assessment centers and testing methods
- Psychometric and skills assessments
- Reference and background checks
- Bias awareness and fair selection practices
- Making evidence-based hiring decisions

Day 5

Onboarding, Evaluation & Best Practices

- Job offers and employment contracts
- Effective onboarding and induction programs
- Measuring recruitment effectiveness (KPIs)
- Legal and ethical considerations
- Case studies, group discussions, and action planning

Dates & Venues

Date	Venue	Duration	Fee
14 - 18 Dec 2026	Lisbon	1 Week	£5,150
20 - 24 Dec 2026	Dubai	1 Week	£3,650

Register or ask about this course online
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