HR Management · HR339

Supporting Recruitment and Interview Processes

Madrid · 21 - 25 Dec 2026

Date	Venue	Duration
21 - 25 Dec 2026	**Madrid**	**1 Week**
Fee	Ref	Language
£5,000 GBP	**HR339**	**English**

Introduction

HR Coordinators play a crucial behind-the-scenes role in ensuring recruitment and interview processes run smoothly. This hands-on course focuses on the practical aspects of supporting hiring—from drafting job postings and scheduling interviews to communicating with candidates and managing documentation. The program equips participants with skills to support both HR teams and hiring managers efficiently while ensuring a professional and positive experience for candidates.

Course Objectives of Supporting Recruitment and Interview Processes

Upon completing this program, participants will be able to:

- Understand the end-to-end recruitment process and where coordination fits in
- Draft and manage job postings across various platforms
- Schedule and coordinate interviews with minimal conflicts
- Maintain accurate candidate records and communication
- Support interview logistics and evaluation processes
- Assist in background checks, offer letters, and onboarding preparation

Course Methodology of Supporting Recruitment and Interview Processes

- 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 Supporting Recruitment and Interview Processes

This training program will have a positive impact on organizations by:

- Streamlined recruitment operations and minimized scheduling delays
- Improved candidate experience and employer branding
- Enhanced collaboration between HR, hiring managers, and recruitment agencies
- More efficient processing of hiring documentation and reporting

Personal Impact of Supporting Recruitment and Interview Processes

Participants will experience personal growth and development, including:

- Greater confidence in managing recruitment tasks and communications
- Better organization and time management under recruitment pressure
- Clear understanding of legal and policy considerations in hiring
- Career growth through stronger operational HR knowledge

Who Should Attend

This training program is ideal for:

- HR Coordinators and Assistants involved in hiring
- Junior HR officers or generalists
- Administrative professionals supporting recruitment
- Office managers with HR responsibilities

Course Outlines

Day 1

Overview of the Recruitment Cycle and HR Coordinator’s Role

- Introduction to workforce planning and job requisitions
- Roles and responsibilities: recruiters vs. coordinators
- Understanding job descriptions and specifications
- The importance of a professional and timely recruitment process

Day 2

Job Posting and Candidate Communication

- Writing and formatting job postings
- Posting on job boards, career sites, and social media
- Managing applications and candidate databases
- Acknowledgment, screening updates, and rejection communications

Day 3

Scheduling Interviews and Managing Stakeholders

- Coordinating calendars with hiring managers and panel members
- Types of interviews (phone, virtual, in-person) and logistical needs

- Confirmations, reminders, and rescheduling etiquette
- Managing candidate questions and expectations

Day 4

Interview Day Support and Documentation

- Preparing interview packs and evaluation forms
- Greeting candidates and ensuring smooth check-in
- Collecting feedback and managing score sheets
- Legal considerations: consistency, fairness, and data protection

Day 5

Post-Interview Support and Pre-Onboarding

- Communicating final decisions to candidates
- Supporting background checks and references
- Drafting offer letters and rejection notices
- Preparing for onboarding and new hire setup

Register or ask about this course online

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training@hplustraining.com · +44 74 0108 8599 · +90 539 827 59 14