BLACKBIRD FOR TRAINING

Advanced Selection, Interviewing & Recruitment Skills

Toronto (Canada)

10 - 14 February 2025

Advanced Selection, Interviewing & Recruitment Skills

Code: HR28 From: 10 - 14 February 2025 City: Toronto (Canada) Fees: 4700 Pound

Introduction

Organizational success depends on attracting the right level and mix of skills to meet the ever-changing business needs. In addition, recruiting and hiring the right people is getting more difficult and recruitment mistakes are getting costlier. This course will give you the knowledge and skills to ensure the business is able to plan for and attract the best employees in an efficient and cost-effective manner.

You will learn all the desirable attributes, qualities, and styles to be successful at screening, interviewing, evaluating applicants, and employees. You will learn principles and frameworks, dos and don□ts, and explore best practice examples from large organizations. You will have the opportunity to build a screening, interviewing, and evaluating portfolio through the various practical workshops that will be undertaken during the course.

Course Objectives of The Advanced Strategies in Recruitment & Selection

- Identify the importance of a talent acquisition strategy and where it fits into the overall HR and business strategies
- Recognize the importance and need for workforce planning
- Appreciate the importance of organizational culture and its impact on talent acquisition
- Develop and implement a talent acquisition strategy
- Identify the qualities and characteristics of individuals most likely to succeed in your organization
- Develop the key skills that will make you an Employer of Choice EoC and win the war for talent
- Identify and verify that the candidates have the right competencies
- Increase the likelihood of higher job satisfaction and reduce turnover rates by making sure you hire the right employee for the job
- Discover how to achieve the best value for money through adopting precise selection measures, and careful placement procedures
- Explore and implement current industry best practice in recruitment, selection, and hiring

The Advanced Strategies in Recruitment & Selection Course Outlines

Day 1

Recruitment Planning

- Adopting a □talent culture□
- Aligning our people requirements to business strategy
- The importance of creating a recruitment plan

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- Recruitment and becoming an Employer of Choice
- Utilizing employee branding
- The recruitment process and the role of HR and managers
- Job descriptions, job analysis, and establishing the package
- Workforce planning

Day 2

Sourcing & Attracting

- The rules of attraction
- Effective advertising
- Use of online recruitment and developing an online recruitment strategy
- Utilizing your company website and social media channels in recruitment and branding
- Social media
- Using LinkedIn
- Effective headhunting and search agencies.
- Working with recruiters
- Sourcing from alternatives

Day 3

Selection

- Understanding the selection process
- Selection tools
- The interview process
- Other assessment techniques
- Competency-based interviewing and psychometric testing
- Interview structure
- Recruitment interview techniques and exercises
- Preparing for the interview
- Conducting the interview
- Meeting the applicant
- Guidelines on asking difficult questions
- Sharing information with the candidate
- Ending the interview professionally
- Using psychometric tests
- Conducting background checks for final candidates
- Completing the recruitment process, references, employment contracts, administration, etc.

Day 4

Hiring & On-boarding

- Managing the offer process
- The hiring mistakes
- Moving from induction to onboarding
- How to make an impact on your new employees
- Effective management of the probation period

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- Metrics

Day 5

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

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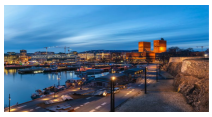
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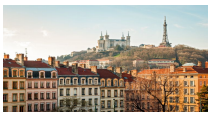
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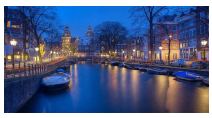
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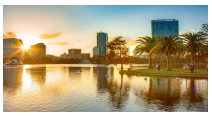
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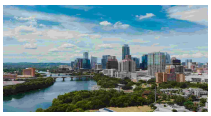
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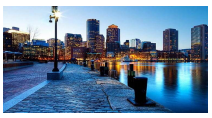
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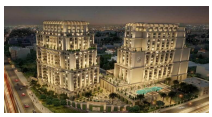
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