

Competency Based Recruitment and Interviewing Skills

About the Workshop

Many companies simply wait for talent to come to them. Simply advertising an open position and hoping that you find the right talent does not guarantee that you will find the best people. Actively seeking out qualified candidates is the best way to ensure that you find the talent that you need. Recruitment is essential to the success of your business.

Our Job Description, Competency Based Recruitment and Interviewing workshop will guide your participants and help them interview and recruit the right employee for you. Hiring a new employee is one of the largest investments you make in any business. Hiring the right employee is very important, as training can be expensive, and employee turnover costs companies millions every year. So, reduce your costs with a great employee recruitment program

Learning Objectives

Upon completion of workshop participants will be able to:

- Do the Selection Process
- Conduct an Interview
- Check the candidates background effectively
- Create a Job Offer
- Negotiate the Job Offer
- Orient new employees

Target Audience

This course will appeal to a wide range of audiences and is intended for HR Professionals.

Topics Covered

- 1. Introduction to Recruitment**
 - a. What is Recruitment?
 - b. Challenges and Trends
 - c. Sourcing Candidates
 - d. Requirements
- 2. The Selection Process**
 - a. Job Analysis and Descriptions
 - b. The Approach
 - c. The Recruitment Interview
 - d. Testing
- 3. Goal Setting**
 - a. Using The G.R.O.W. Model
 - b. Identifying Goal Areas
 - c. Setting SMART Goals
 - d. Using a Productivity Journal
- 4. The Interview**
 - a. Phone Interviews
 - b. Traditional Interviews
 - c. Situational Interviews
 - d. Stress Interviews
- 5. Types of Interview Questions**
 - a. Direct Questions
 - b. Non-Direct Questions
 - c. Hypothetical or Situational Questions
 - d. Behavioral Descriptive Questions
- 6. Avoiding Bias in Your Selection**
 - a. Expectancy Effect
 - b. Primacy Effect
 - c. Obtaining Bias Information
 - d. Stereotyping
- 7. The Background Check**
 - a. Preparation
 - b. Data Collection
 - c. Illegal Questions
 - d. Being Thorough Without Being Pushy
- 8. Making Your Offer**
 - a. Outlining the Offer
 - b. Negotiation Techniques
 - c. Dealing with Difficult Issues

d. Sealing the Deal

9. Orientation and Retention

- a. Getting off on the Right Track
- b. Your Orientation Program
- c. The Check-list
- d. Following Up

10. Measuring the Results

- a. Cost Breakdown
- b. Employee Quality
- c. Recruiter Effectiveness
- d. Fine Tuning

Methodology

- Learning Concepts/Presentations
- Group Activities and Discussions
- Tips and Tools
- Individual and Team Exercises
- Role Plays/Case Studies
- Educational Videos
- Action Plan to ensure Application of the Learning

Duration: 12 hours