

**Training Title**

**RECRUITMENT, INTERVIEW, AND SELECTION SKILLS**

**Training Duration**

5 days

**Training Venue and Dates**

REF No. ML051	Recruitment, Interview and Selection	5	24-28 Feb. 2025	\$5,500	Dubai, UAE
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In any of the 4-5-Star hotels. The exact venue will be intimated upon finalizing.

**Training Fees**

\$5,500 per participant for Public Training. Fees Includes Course Materials/Handouts, Tea/Coffee, refreshments, Lunch.

**Training Certificate**

Define Management Consultancy & Training Certificate of course completion will be issued to all attendees.

**TRAINING DESCRIPTION**

The selection of personnel for the right career is like any other management decision – an investment that is expected to pay off.

Good placement decisions depend heavily on effective interviewing, and the course is based on the principle that competency profiling and identification are the best predictors for future success.

The highly structured approach of this course also provides delegates with a useful desk reference and a full set of interviewing sheets ready to begin ‘Interviewing for Success’

**TRAINING OBJECTIVES**

**By end of course participants will be able to understand**

- Understanding the recruitment process
- Creating Job Descriptions and Job Specifications
- Screening and Shortlisting Candidates
- Conducting Effective Interviews
- Assessing Candidate Fit
- Making Informed Hiring Decisions
- Enhancing Communication Skills
- Using Technology in Recruitment and Selection
- Legal and Ethical Considerations in Recruitment
- Improving Post-Selection Activities

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## **WHO SHOULD ATTEND?**

All managers who are involved in recruiting and HR personnel, who need to develop their skills with an objective and thorough approach to the interviewing technique, will benefit greatly.

## **TRAINING METHODOLOGY**

A highly interactive combination of lectures and discussion sessions will be managed to maximize the amount and quality of information and knowledge transfer. The sessions will start by raising the most relevant questions and motivating everybody to find the right answers. You will also be encouraged to raise your own questions and to share in the development of the right answers using your own analysis and experiences. Tests of multiple-choice type will be made available on daily basis to examine the effectiveness of delivering the course.

Very useful Course Materials will be given.

- 30% Lectures
- 30% Workshops and work presentation
- 20% Group Work & Practical Exercises
- 20% Videos & General Discussions

## **COURSE PROGRAM**

### **Day 1 – PREPARING FOR INTERVIEWING ACTIVITIES**

- Job Descriptions
- Job Specifications
- Person Specifications
- Based Job Profiling
- Writing Job Advertisements

### **Day 2 - PLANNING AN INTERVIEW**

- Developing a Job Profile
- Listing Responsibilities and Tasks
- The Job Profile Worksheet
- Determine Hiring Competencies
- Identify Knowledge and Skills (Capabilities)
- Identify Attitudes
- Specify Musts and Wants
- Prepare for the Interview
- Identify Focus Competency Areas
- Write Focus Questions
- Planning Sheet

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**Day 3 - CONDUCTING AN INTERVIEW**

- Opening the Interview
- Focus Questions on Required Competencies
- Gather Information
- Probe for Evidence of Competencies
- Open probes
- Closed Probes
- Probing Strategies
- Questioning and Listening Skills
- Maintaining Silence
- Observe Non-Verbal Clues to Competencies
- Process Information
- Confirm, Refocus and Clarify
- Personal Biases
- Closing the Interview
- Summary

**Day 4 - EVALUATION AND SELECTION**

- Introduction
- Identify Useful Evidence of Competencies Displayed
- Clarity, Relevance and Adequacy of Competencies
- Assessing Applicants
- Evaluating interviewing Worksheets
- Making Hiring Decision
- Select Best Applicant Based on Competency Ranking
- Summary
- Glossary

**Day 5: TYPES OF INTERVIEWS**

- Dos and Don'ts for the interview
- One-to-one interviews
- Panel interviews [www.definettraining.com](http://www.definettraining.com)
- Assessment Centre

**NOTE:**

**Pre-& Post Tests will be conducted.**

**Case Studies, Group Exercises, Group Discussions, Last Day reviews, and assessments will be carried out.**

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