

# Recruitment, Selection and Interviewing Skills

Today we commonly hear the term “right person for the right job”... this in some organizations is an aspiration whereas some have achieved this as a reality. Those who have achieved this are the ones that progress on faster growth rate. The question to think about is how is the pace of growth linked with the right individuals? The answer is simple; having the best talent positioned for the right job is the perfect match you can provide

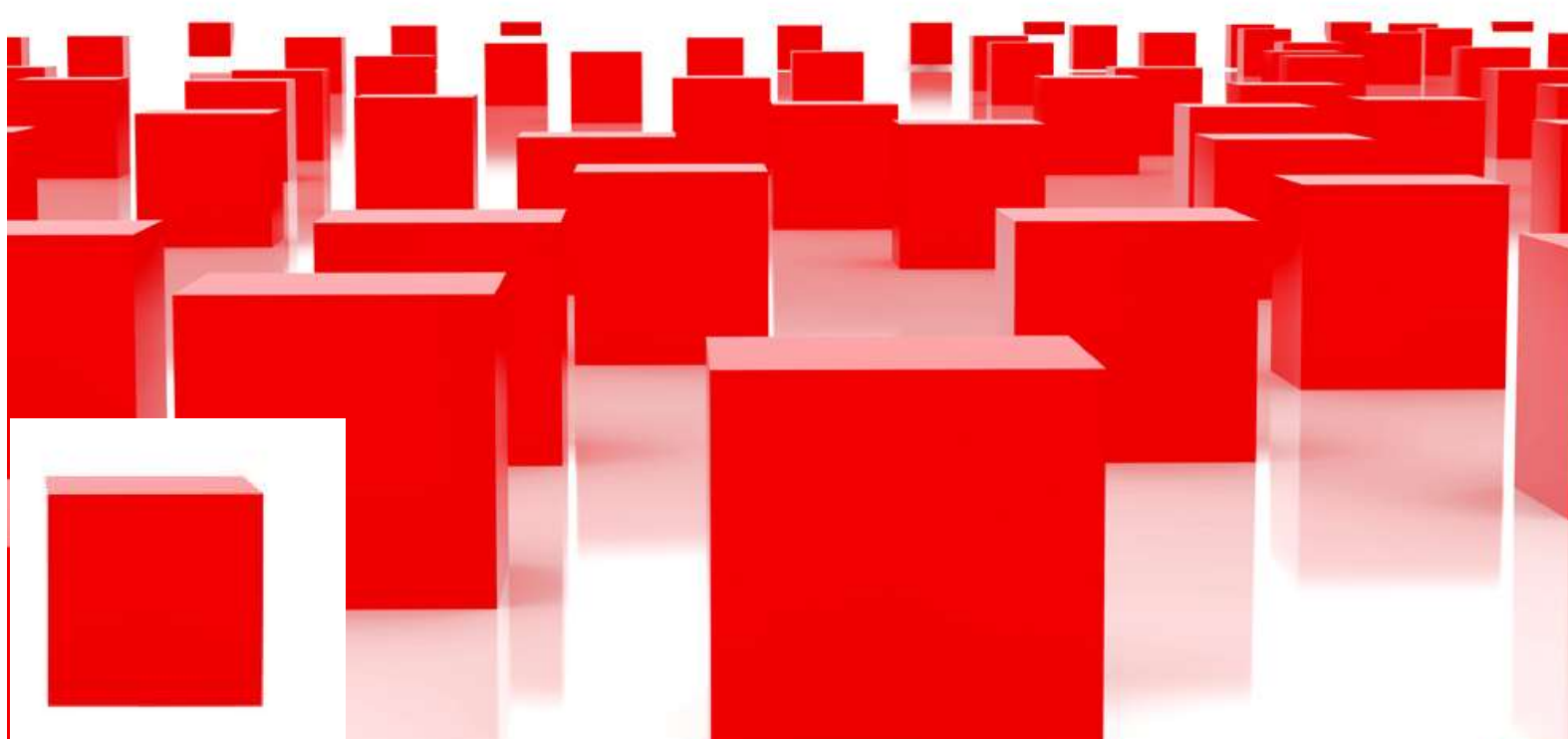
Attending this 1 Day course on Recruitment, Selection and Interviewing skills provides you an insight on

## **Recruitment & Selection – a strategic and operational review**

- Strategic Management Lifecycle and role of Human Resources
- Creating value for Stakeholders
- Strategic value of Recruitment
- Strategic Recruitment Issues
- Employee Retention – a recruitment & selection tool
- Roles & Responsibilities for recruitment & retention
- Voluntary Employee Turnover – a strategic warning system

## **Man-power planning**

- Man power planning process
- Factor of man power planning



## Job Analysis Process, collecting Job Analysis data

- Writing Job Descriptions
  1. How to identify the job
  2. Writing Job Summary
  3. Identifying and creating functional and administrative relations of the job
  4. Responsibilities and duties
  5. Identifying and documenting standards of performance and working conditions
- Identify and document Job Specifications
- Understanding competencies and competency-based job analysis
- Job Analysis Form design
  1. Defining Job Identity
  2. Defining Work Performed
  3. Defining Knowledge and Skills required
  4. Defining Physical and special demand
  5. Defining sources for work force for the job
  6. Defining accountability
  7. Defining future role and potential career growth
- Comparative analysis of Internal Hiring and External sourcing
- Group Role based exercise

## Interviewing Skills and Tools

1. Types on Interviews
2. Structured and Unstructured Interview Questions
3. Administering Interviews – conventional methods versus interviews using technology solutions
4. Errors in conducting interviews and how to avoid them
5. Group Role based exercise

**The course structure is a *hands-on workshop* that provides participants to revisit the concepts of Recruitment, Selection and Interviewing Skills. At the end of the course, the participants would take a *set of practical tools & techniques* that they can apply in their daily operations with improved results**

