



HR Strategy and Training

Recruitment and Selection: Methodologies & Techniques

Course Introduction

Recruitment and Selection

Recruitment and selection are pivotal processes that determine an organization's success by ensuring the right talent is onboarded to meet business objectives. Employing effective methodologies and techniques in these processes is essential for attracting, evaluating, and selecting candidates who align with the organizational culture and goals. A strategic and structured approach helps in minimizing hiring errors, enhancing workforce quality, and maintaining a competitive edge in the market. Understanding diverse recruitment methods and mastering selection techniques empower HR professionals to build dynamic and competent teams.

This 5-day training program focuses on the methodologies and techniques essential for effective recruitment and selection. Each day addresses critical aspects, from workforce planning and job analysis to advanced interview techniques and onboarding strategies. The course emphasizes both theoretical frameworks and practical applications, ensuring participants gain actionable insights.

Target Audience

- Recruiters & Talent Acquisition Specialists
- HR Managers & HR Business Partners
- Workforce Planning & Resourcing Specialists
- Department Heads & Team Leaders involved in hiring
- Business Owners & Entrepreneurs managing recruitment
- Operations & Project Managers needing hiring strategies

Learning Objectives

At the end of the training course, participants will be able to

- Understand the strategic importance of effective recruitment and selection processes.
- Learn to design and implement structured recruitment strategies.
- Gain proficiency in conducting competency-based interviews and assessments.
- Develop skills to evaluate candidate fit and ensure alignment with organizational goals.
- Enhance onboarding processes to promote retention and employee engagement.

Course Outline

• 01 Day One

Foundations of Recruitment and Selection

- Understanding the recruitment and selection lifecycle.
- The strategic role of talent acquisition in business growth.
- Identifying organizational needs and workforce planning.
- Conducting effective job analysis and crafting accurate job descriptions.
- Sourcing strategies and building talent pipelines.
- Employer branding and attracting the right talent.
- Legal and ethical considerations in recruitment.

• 02 Day Two

Recruitment Methodologies

- Traditional vs. modern recruitment methods.
- Leveraging social media and digital platforms for sourcing.
- Utilizing recruitment agencies and headhunting techniques.
- Internal recruitment and employee referral programs.
- Building and managing talent pools.
- Application tracking systems (ATS) and technology integration.
- Measuring the effectiveness of recruitment campaigns.

• 03 Day Three

Selection Techniques and Processes

- Designing effective selection criteria.
- Screening resumes and application forms efficiently.
- Conducting structured and unstructured interviews.
- Behavioral and competency-based interviewing techniques.
- Utilizing psychometric and aptitude tests.
- Assessing cultural fit and alignment with organizational values.
- Addressing unconscious bias in the selection process.

• 04 Day Four

Advanced Interviewing and Assessment Techniques

- Panel interviews and group assessment strategies.
- Case studies and situational judgment tests.
- Role-play and practical assessments.
- Evaluating soft skills and emotional intelligence.
- Reference checking and background verification.
- Negotiation techniques for job offers.
- Handling rejection and providing candidate feedback.

• 05 Day Five

Onboarding and Retention Strategies

- Designing an effective onboarding program.
- Strategies for employee engagement and retention.
- Aligning onboarding with company culture and values.
- Continuous feedback and performance check-ins.
- Utilizing mentorship and buddy systems.
- Measuring onboarding success and making improvements.
- Developing long-term talent development plans.

Confirmed Sessions

FROM	TO	DURATION	FEES	LOCATION
May 5, 2025	May 9, 2025	5 days	4250.00 \$	UAE - Dubai

FROM	TO	DURATION	FEEs	LOCATION
Aug. 10, 2025	Aug. 14, 2025	5 days	4250.00 \$	Egypt - Cairo
Dec. 15, 2025	Dec. 19, 2025	5 days	4250.00 \$	UAE - Abu Dhabi