



HR Strategy and Training

Certified Recruitment Specialist

Course Introduction

Developing a strong HR selection and interview process can help ensure that any organization hires competent, loyal employees that will be of great help in reaching the business goals. This training program is designed to provide participants with the most relevant and updated process and techniques for the Recruitment process, and help them acquire effective skills to interview effectively, and use a structured and consistent approach to select the right candidates for the vacancies.

Target Audience

Who is this course for, and can benefit the most

- Is involved in HR Strategic and Management HR roles
- Extensive knowledge of different HR functions
- Can judge complicated situations using HR knowledge acquired over many years.
- Understands the business beyond Human Resources and has influence within the overall organization.

Learning Objectives

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

- Define and analyze workforce needs.
- Master Planning for the recruitment process.
- Recognize the most prominent sources through which it is possible to access suitable candidates for vacancies.
- Master the art of conducting interviews to increase the efficiency of the recruitment process.
- Use online interview tools in an integrated manner.

- Master selecting the right candidates for the job.
- Measure and empower the recruitment process performance.

Course Outline

• 01 Day One

Deep Understanding of Recruitment Process

- Understand the Cost of Bad Recruitment.
- What is The Recruitment Process Map?
- Identify the responsibilities of HR Managers and professionals in Recruitment Process.
- Defining and analyzing workforce needs.
- Understand the Job and the Importance of the Job Description.
- How to Write Key Criteria and its Link with Competencies?
- Planning for the recruitment process.
- Capturing and tabulating information.
- Building a job profile.
- Several Sources to find suitable candidates.
- Writing the Job Advertisement.
- Using of CVs, résumés and applications for shortlisting.
- Areas of the application or CVs to focus on.
- Using your selection criteria for screening applicants.

• 02 DAY TWO

The art of interviewing:

- **Self-assessment of Your Current Interviewing Skills**
- **Fact vs. Fiction about Interviewing**
- **Types of interviews.**
- o **Screening and biographical interviews**
- o **Hypothetical interviews**
- o **Panel interviews: pros and cons**
- o **Competency based interviews**
- **Creating the right first impressions.**
- **Pre-interview Administration.**
- **Preparing yourself and the candidate.**
- **Types of questions to use at an interview**
- **How to Write Interview Questions.**
- **Writing scene setters.**

- **How to Use Probing Questions.**
- **The Vital Role of Body Language.**
- **03 DAY THREE**

Best Practices

- Strategies for a successful recruitment.
- Putting the Interview Process into Action.
- Time Table of the Interviewing for the Day
- Online Interview:
 - o Tools of Online Interview.
 - o Tips and tricks of Successful Online Interview.
- Review of Interview and Individual Feedback
- How to Score and who does the Scoring?
- Producing recruitment reports.
- Workshop.

• **04 DAY Four**

Selecting candidates

- Understanding Selection Process.
- What is the importance of data capture?
- Objective versus subjective remarks.
- Legal and fairness issues.
- Criteria that should be used.
- Decision making strategies in selection Process.
- Use of competency gap analysis.

• **05 DAY FIVE**

Measuring recruitment efforts

- Recruitment Risks: how to Control them?
- 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.
- Practical Application.

Confirmed Sessions

FROM	TO	DURATION	FEES	LOCATION
May 4, 2025	May 8, 2025	5 days	4250.00 \$	Qatar - El Doha
July 20, 2025	July 24, 2025	5 days	4950.00 \$	Spain - Barcelona
Oct. 13, 2025	Oct. 17, 2025	5 days	4250.00 \$	UAE - Dubai
Dec. 14, 2025	Dec. 18, 2025	5 days	2150.00 \$	Virtual - Online