



## Recruitment Skills and Interviewing Techniques

Website: [www.btsconsultant.com](http://www.btsconsultant.com)

Email: [info@btsconsultant.com](mailto:info@btsconsultant.com)

Telephone: 00971-2-6452630

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# Recruitment Skills and Interviewing Techniques

## Introduction:

The key to unlocking an organization's potential to achieve maximum performance and efficiency is its people. Effective recruitment and selection is the first vital step in building a winning team. This course concentrates on preparing for and conducting effective interviews.

## Who Should Attend?

- Managers
- Supervisors
- Executives
- Anyone involved in HR planning
- Anyone who is or will be responsible for recruitment Skills

## Methodology:

This interactive Training will be highly interactive, with opportunities to advance your opinions and ideas and will include;

- Lectures
- Workshop & Work Presentation
- Case Studies and Practical Exercise
- Videos and General Discussions

## Certificate:

BTS attendance certificate will be issued to all attendees completing minimum of 80% of the total course duration.

## Program Objectives:

- Design a selection process which will ensure that the best people are recruited
- Differentiate between candidates
- Recognize the importance of using a range of selection tools
- Explain the legal, social and political context of recruitment and selection

## Contents:

### **DAY 1:**

- Job Specification
- Analyzing the vacancy
- Candidate profile
- Selecting the candidate
- Selection methods
- Action planning

### **DAY 2:**

- Competency- based approach
- The recruitment and selection process
- Effective advertising

### **DAY 3:**

- Factors that could affect the interview
- Preparing for the interview

- Gathering informal
- Planning & setup

**DAY 4:**

- Objective and question setting
- Interviewing skills
- Practicing your interviewing and selection skills

**DAY 5:**

- Dealing with subjectivity
- Equal opportunities
- The legal, social and political context of recruitment and selection