

**Telephone: 00971-2-6452630**

**www.btsconsultant.com**

# 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

## 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:

- Job Specification
- Analyzing the vacancy
- Candidate profile
- Selecting the candidate
- Selection methods
- Action planning
- Competency- based approach
- The recruitment and selection process
- Effective advertising
- Factors that could affect the interview
- Preparing for the interview
- Gathering informal
- Planning & setup
- Objective and question setting
- Interviewing skills
- Practicing your interviewing and selection skills
- Dealing with subjectivity
- Equal opportunities
- The legal, social and political context of recruitment and selection