



HUMAN RESOURCES AND TRAINING

Advanced Selection, Interviewing and Recruitment

Course code: HRT-073

SPARK TRAINING

Professional training courses for leaders, specialists, and organizations seeking practical capability development.

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— Workshop Overview

- Enhance your ability to attract and select top talent in a competitive market.
- Master advanced interviewing and assessment techniques to improve hiring quality.
- Reduce recruitment risks and ensure a strong organizational fit.
- Streamline your recruitment process for greater efficiency and effectiveness.

Why Attend

- Interactive workshops and group discussions.
- Role-playing and simulation exercises.
- Case study analysis of real-world recruitment scenarios.
- Practical application through hands-on activities.

Who Should Attend

HR professionals and recruitment specialists.
Hiring managers and team leaders involved in talent acquisition.
HR business partners and consultants.
Anyone responsible for interviewing and selecting candidates.

— Learning Objectives

- Apply advanced strategies for sourcing and attracting high-caliber candidates.
- Conduct structured and competency-based interviews with confidence.
- Utilize assessment tools and techniques to evaluate candidate suitability.
- Mitigate unconscious bias and promote diversity in recruitment.
- Develop a robust, legally compliant selection process.

— Course Outline

DAY
1

Strategic Talent Acquisition

- Understanding current trends in advanced recruitment.
- Building an effective employer brand to attract talent.
- Developing targeted sourcing strategies.
- Aligning recruitment with organizational goals.

DAY
2

Advanced Interview Techniques

- Designing competency-based and behavioral interviews.
- Structuring interviews for consistency and objectivity.
- Effective questioning and active listening skills.
- Managing challenging interview scenarios.

DAY
3

Assessment and Selection Tools

- Utilizing psychometric and skills-based assessments.
- Evaluating resumes and application materials critically.
- Reference and background checking best practices.
- Integrating assessment outcomes into decision-making.

DAY
4

Mitigating Bias and Promoting Diversity

- Identifying and addressing unconscious bias in hiring.
- Implementing inclusive recruitment practices.
- Complying with legal and ethical standards.
- Promoting diversity for organizational success.

DAY
5

Optimizing the Recruitment Process

- Streamlining workflows for efficiency.
- Measuring recruitment effectiveness with key metrics.
- Continuous improvement and adapting to feedback.
- Action planning for immediate application.

— Upcoming Classroom Dates

Schedule available on request. Contact SPARK Training for current dates, locations, and fees.

— Certificate and Registration

Participants who attend and complete the full programme receive a SPARK Training Certificate of Completion. For registration, in-house delivery, or availability questions, contact info@sparktraining.eu or +31 85 115 0004.