



HUMAN RESOURCES AND TRAINING

Certified HR Assessor

Course code: HRT-039

SPARK TRAINING

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

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— Workshop Overview

Accurate assessment of employees and candidates is essential for effective hiring, development, and performance management. Organizations that rely on unstructured or subjective evaluation methods often face inconsistent decisions, bias, and reduced workforce effectiveness. A Certified HR Assessor plays a critical role in ensuring that assessments are fair, structured, and aligned with organizational competencies and job requirements. This programme is designed to equip HR professionals with the skills, tools, and methodologies required to conduct reliable assessments across recruitment, performance evaluation, and development processes. It focuses on competency-based assessment techniques, structured evaluation frameworks, and objective decision-making.

Why Attend

This programme is highly practical and assessment-focused:

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- Real-world assessment center case studies
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- Role-play and simulation exercises
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Who Should Attend

HR Professionals and HR Managers
Talent Acquisition Specialists
Learning and Development Professionals
Line Managers involved in hiring and evaluation
Assessment Center Coordinators
Performance Management Specialists

— Learning Objectives

- Understand the principles of HR assessment and evaluation
- Design and apply competency-based assessment tools
- Conduct structured interviews and evaluations
- Assess candidates and employees objectively and consistently
- Reduce bias in HR decision-making processes
- Use assessment data to support HR decisions
- Improve recruitment and development outcomes through structured evaluation

— Course Outline

DAY
1

Foundations of HR Assessment

- Introduction to HR assessment principles
- Role of assessment in HR decision-making
- Types of assessments (recruitment, performance, development)
- Competency frameworks and their role in evaluation
- Ethical considerations in assessment
- Overview of assessment tools and methods

DAY
2

Competency-Based Assessment Design

- Defining competencies and behavioral indicators
- Designing assessment criteria and scorecards
- Linking competencies to job roles
- Building structured evaluation frameworks
- Ensuring validity and reliability in assessment
- Practical exercise: designing assessment tools

DAY
3

Interviewing and Behavioral Assessment

- Structured and competency-based interviewing techniques
- Behavioral event interviewing (BEI) approach
- Question design and scoring methods
- Observing and evaluating candidate behavior
- Avoiding bias in interviews
- Role-play: structured interview simulation

DAY
4

Assessment Centers and Evaluation Techniques

- Introduction to assessment centers
- Group exercises and simulation activities
- Role-play and case-based evaluation methods
- Scoring participants objectively
- Collecting and analyzing assessment data
- Practical exercise: assessment center simulation

DAY

5

Reporting, Feedback and Decision-Making

- Interpreting assessment results
- Writing clear and structured assessment reports
- Providing constructive feedback to candidates/employees
- Making data-driven HR decisions
- Improving assessment processes over time
- Final case study and assessment exercise

— Upcoming Classroom Dates

DATE	LOCATION	FEE
12 - 16 October 2026	Amsterdam - Netherlands	€2,125
9 - 13 November 2026	London - United Kingdom	€2,100
14 - 18 December 2026	Munich - Germany	€1,725
18 - 22 January 2027	Dubai - UAE	€2,125
15 - 19 February 2027	London - United Kingdom	€2,100
15 - 19 March 2027	Munich - Germany	€2,125
19 - 23 April 2027	Kuala Lumpur - Malaysia	€1,400
17 - 21 May 2027	Amsterdam - Netherlands	€2,125

— 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.