



HUMAN RESOURCES AND TRAINING

Fundamentals of Recruiting and Shortlisting

Course code: HRT-031

SPARK TRAINING

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

info@sparktraining.eu

+31 85 115 0004 | sparktraining.eu

— Workshop Overview

Attracting and selecting the right talent is one of the most critical drivers of organizational success. Ineffective recruiting and poor shortlisting decisions can lead to increased turnover, higher costs, and reduced team performance. Recruitment today goes beyond posting job ads—it requires a structured, data-informed approach to sourcing, screening, and selecting candidates who align with both role requirements and organizational culture. This course is designed to provide practical, hands-on knowledge of the recruitment process, with a strong focus on effective candidate sourcing, CV screening, and shortlisting techniques. Participants will learn how to identify the best candidates efficiently while maintaining fairness, consistency, and quality in hiring decisions.

Why Attend

This programme is delivered through a practical and interactive approach:

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- Real-world recruitment scenarios and case studies
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- Hands-on CV screening and shortlisting exercises
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Who Should Attend

HR Officers and Recruiters
Talent Acquisition Specialists
Hiring Managers and Team Leaders
HR Coordinators and Administrators
Professionals involved in recruitment and selection
Anyone responsible for hiring decisions

— Learning Objectives

- Understand the end-to-end recruitment process
- Define job requirements and candidate profiles
- Apply effective sourcing strategies
- Screen CVs and shortlist candidates efficiently
- Use structured criteria for candidate evaluation
- Reduce bias in recruitment decisions
- Improve the quality and speed of hiring

— Course Outline

DAY
1

Introduction to Recruitment Fundamentals

- Overview of recruitment and talent acquisition
- Importance of effective hiring in organizations
- Recruitment lifecycle and key stages
- Roles and responsibilities in hiring
- Understanding job requirements and competencies
- Creating clear job descriptions

DAY
2

Sourcing and Attracting Candidates

- Recruitment channels and sourcing strategies
- Writing effective job advertisements
- Using online platforms and social media for recruitment
- Building candidate pipelines
- Employer branding basics
- Practical exercise: sourcing strategy development

DAY
3

CV Screening and Shortlisting Techniques

- Principles of effective CV screening
- Identifying key qualifications and experience
- Red flags and common screening mistakes
- Developing shortlisting criteria
- Ranking and prioritizing candidates
- Practical exercise: CV evaluation and shortlisting

DAY
4

Candidate Evaluation and Interview Preparation

- Preparing structured interview questions
- Behavioral and competency-based interviewing basics
- Screening interviews and pre-assessments
- Evaluating candidate fit (skills, culture, potential)
- Reducing bias in candidate evaluation
- Role-play: interview and evaluation session

DAY

5

Final Selection and Recruitment Best Practices

- Decision-making in candidate selection
- Reference checks and background verification
- Communicating with candidates professionally
- Improving recruitment efficiency and quality
- Common challenges and solutions in hiring
- Final exercise and recruitment simulation

— Upcoming Classroom Dates

DATE	LOCATION	FEE
5 - 9 October 2026	London - United Kingdom	€2,100
16 - 20 November 2026	Munich - Germany	€1,725
7 - 11 December 2026	Kuala Lumpur - Malaysia	€1,400
21 - 25 December 2026	Amsterdam - Netherlands	€2,125
11 - 15 January 2027	Cape Town - South Africa	€1,420
8 - 12 February 2027	Munich - Germany	€2,125
8 - 12 March 2027	Geneva - Switzerland	€2,625
12 - 16 April 2027	Barcelona - Spain	€1,925

— 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.