

Recruitment, Interviewing and Selection

Course code: HRT-012



SPARK TRAINING

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

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— Workshop Overview

This course is a fundamental cornerstone for any manager or human resource professional before hiring job candidates. Active participation will equip you with comprehensive knowledge and practical skills for conducting effective interviews, implementing successful recruitment approaches, and executing thorough selection processes. You will gain valuable insights into behavioral assessment techniques and learn to recognize potential red flags during candidate evaluation. The course also explores why poor hiring decisions frequently result in substantial time expenditure, financial losses, decreased team morale, and diminished productivity. By understanding these critical aspects of talent acquisition, you'll develop the expertise needed to identify truly qualified candidates whose skills and values align with your organization's needs, ultimately avoiding the costly mistake of hiring unsuitable personnel.

Why Attend

The course combines interactive tools such as mini-lectures, case studies, group activities, and role plays. It also includes a selection of short films to inject a higher dose of practicality into the material.

Who Should Attend

Managers, superintendents, supervisors, and officers in the functions of human resources or recruitment whose jobs require recruiting and selecting employees. The course is also very useful for all those outside human resources whose jobs require conducting frequent and important selection interviews.

— Learning Objectives

- Define recruitment, list its main steps, and learn the best methods and sources for attracting qualified candidates
- Practice the various techniques used for shortlisting and assessing candidates and the reliability and validity of each
- Differentiate between the main types of selection interviews and when and how to use each
- Prepare and conduct a probing interview for any vacancy and level in the organization
- Use the data collected from various assessment stages for selection purposes

— Course Outline

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Course Content

- Recruitment and Selection Recruitment versus selection Stages in the recruitment process Roles and responsibilities at each stage Managing relations with other HR functions Defining requirements Building a job profile: The use of essentials and desirables Job description: Format Person's specifications Personal profile Attracting candidates Various sources for attracting candidates: Referrals and internal candidates Recruitment ads Advertising pros and cons Internet and websites Recruitment agencies and head hunters Career fairs and universities Screening Candidates and Shortlisting Tangible versus intangible criteria Shortlisting steps Scope of an assessment center The use of CVs, résumés and applications for shortlisting Verifying online applications Interviewing Candidates Screening and biographical interviews Serial and sequential interviews Hypothetical interviews Panel interviews: Pros and cons Competency based interviews Interview guidelines Evaluating Candidates Importance of data capture Objective versus subjective remarks Legal and fairness issues Producing a personal profile The selection decision Criteria that should be used Use of decision matrixes in selection Use of competency gap analysis Recruitment and Selection Information Management Building a database for sources and candidates The importance of data tracking Physical files versus soft files HR management systems

— Upcoming Classroom Dates

DATE	LOCATION	FEE
19 - 23 October 2026	Amsterdam - Netherlands	€2,125
2 - 6 November 2026	London - United Kingdom	€2,100
21 - 25 December 2026	Istanbul - Türkiye	€1,425
18 - 22 January 2027	Frankfurt - Germany	€1,625
15 - 19 February 2027	Barcelona - Spain	€1,925
15 - 19 March 2027	Istanbul - Türkiye	€1,425
19 - 23 April 2027	Rome - Italy	€2,125
17 - 21 May 2027	Munich - Germany	€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.