MERCURY

Competency-Based Recruitment and Selection Methodologies

16 – 20 August 2027
Accra (Ghana)



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Ref: 15303_1063033 **Date:** 16 – 20 August 2027 **Location:** Accra (Ghana) **Fees:** 5300 Euro

Introduction:

Recruitment and selection can be costly and time-consuming. However, there is evidence that employing the latest recruitment and selection methodologies and techniques increases the likelihood of successfully recruiting the best candidate for any intended role. The competency-based recruitment and selection methodologies program will explore strategies for transforming your competence as a recruiter or interviewer in recruitment/selection, development, or appraisal opportunities.

This competency-based recruitment and selection methodologies program is designed to provide participants with an understanding of job analysis and evaluation. Participants will consider how jobs can be applied to designing, developing, and implementing pay and grade structures. Participants will also explore how different compensation systems can be used to pay and grading structures, particularly the link with broader issues of employee motivation.

Competencies can be beneficial in understanding behavior and ensuring that the right people are in the right jobs and the proper techniques are used to motivate them. This competency-based recruitment and selection methodologies course will show you how to achieve this.

Course Objectives:

At the end of this competency-based recruitment and selection methodologies course, the participants will be able to:

- Define a competency and distinguish between competencies, skills, and tasks.
- Describe how to use competencies in public and private organizations.
- Understand the difference between Leadership competencies, technical competencies and Behavioral competencies.
- Link competencies to organizational objectives and values - manage what staff do and how they do it.
- Use competencies for recruitment and assessment for development for talent management, performance management, and succession planning.
- Acquire competency in job evaluation techniques.
- Understand job analysis and evaluation techniques.
- Understand the stages involved in a job analysis and job evaluation project.
- Examine numerous interviewing techniques and practice the process of behavioral or targeted interviewing.
- Discuss potential outcomes when using a variety of approaches to recruitment and selection.
- Consider various techniques and methodologies to differentiate the excellent from 'the average candidate using Competency frameworks.

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Targeted Groups:

- Head of Departments.
- Recruitment Personnel.
- HR Managers.
- HR Professionals.
- Professionals are responsible for managing or supervising any person, group, or team especially in an organization that uses competencies.

Targeted Competencies:

By the end of this competency-based recruitment and selection methodologies program, the participants will be able to:

- Problem-solving skills.
- Decision-making abilities.
- Team collaboration and leadership.
- Communication skills verbal and written.
- Adaptability and flexibility.
- Analytical thinking.
- Time management.
- Innovation and creativity.

Understanding Competency-Based Recruitment:

Competency-based recruitment has become a pivotal approach to hiring talent in today's dynamic workforce. This methodology aligns with the advantages of competency-based recruitment and selection, ensuring a systematic and precise fit between the job roles and candidate capabilities. By defining competency-based selection processes, organizations can optimize their hiring strategies to focus on what is competency-based recruitment and caliber within their talent pools.

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Course Content:

Unit 1: The Links Between HR and Competencies:

- What are competencies?
- What support should managers, team leaders, and supervisors get from HR?
- And what should they take responsibility for themselves?
- Values, Strategy and HR.
- Different methods of developing a competency framework - behavioral event interviewing, repertory grid interviews, top management judgment, and focus groups.
- Getting "buy-in".
- An HR Management Framework Based on Competencies.
- Technical, Behavioral and Leadership Competencies.

Unit 2: Competencies and Recruitment:

- Competency design - definitions, negative indicators, positive indicators.
- Recruitment and Selection.
- Adapting a competency framework for use in recruitment.
- The use of assessment centers in recruitment.
- Examples of Assessment Centers used in Further Education in the UK.
- Induction, orientation, and personal development.

Unit 3: Job Analysis and Job Evaluation:

- The corporate environment.
- The HR role and line management responsibilities.
- Learn how to use behavioral competencies.
- The need for job analysis and evaluation.
- The relationship with broader reward management planning.
- Change Management.
- Compare various techniques to analyze specific jobs.
- Examine different methodologies.
- Design appropriate job profile documentation.
- Selecting benchmark jobs.
- The role of the job analyst.
- Collect, record and analyze information.
- The job analysis interview.
- Complete the job profile document.

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Unit 4: Analysis of Work and Job Descriptions as an Introduction to Performance Improvement:

- Job analysis and its importance in modern organizations.
- Analysis of work and administrative performance.
- Methods of analyzing jobs in various organizations.
- Methods of work analysis.
- Describe functions and build optimal performance levels.

Unit 5: Talent Management:

- Attracting the right talent.
- Competency-based Career Planning.
- Manage Succession.
- Succession Planning.
- Competency-based Training and Development.

Unit 6: The Use of Psychological Test Data in The Recruitment Process:

- Coding example + syndicate exercise.
- Examining the results, including standardization and concluding.
- Review of psychometric tests available in the selection and recruitment process.
- Analyze and complete the MBTI Personality questionnaire.
- The increasing use of Emotional Intelligence in the Recruitment process - Daniel Goleman's model.
- Additional insights into personality profiling, including a case study.
- Administration and guidelines for the use of psychometric testing.