MERCURY

Recruitment, Interviewing, and Selection Training Course

25 – 29 January 2027
Accra (Ghana)



Dubai - UAE: +971 4 450 5697
Istanbul - Türkiye: +90 539 599 1206
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Ref: 15901_1067259 **Date:** 25 – 29 January 2027 **Location:** Accra (Ghana) **Fees:** 5300 Euro

Introduction:

The Recruitment, Interviewing, and Selection training course is designed to provide participants with essential skills and knowledge to effectively attract, evaluate, and hire the best candidates. It covers the complete hiring process, from understanding job requirements and crafting compelling job descriptions to conducting interviews and making final selection decisions.

Participants will gain insights into best practices for assessing candidate qualifications, avoiding common biases, and enhancing recruitment strategies to ensure a diverse and qualified workforce. Whether new to recruitment or seeking to refine their skills, this Recruitment, Interviewing, and Selection course equips them with the tools to make informed, effective hiring decisions.

The Recruitment, Interviewing, and Selection course equips participants with the essential skills and knowledge for effectively recruiting, interviewing, and selecting employees. It covers the entire recruitment and selection process, including recruitment and interview techniques, to ensure successful recruitment and interviewing. Participants will gain insights into recruitment and interviewing training, learn how to conduct successful interviews and make informed decisions.

Through case study advantages, participants will explore real-world scenarios, helping them explain recruitment and selection while understanding the advantages of recruitment and selection. This Recruitment, Interviewing, and Selection training ensures that the team is proficient in every aspect of the recruitment and interview process, making it easier to identify top talent for their organization.

Targeted Groups:

- Human Resource Professionals.
- Hiring Managers and Team Leaders.
- Recruitment Specialists.
- Talent Acquisition Officers.
- Supervisors and Department Heads involved in hiring.
- Career Services and Employment Consultants.
- Organizational Development Practitioners.
- Individuals aspiring to work in recruitment and selection.

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Course Objectives:

At the end of this Recruitment, Interviewing, and Selection course, the participants will be able to:

- Develop skills to create effective job descriptions and specifications.
- Learn best practices for sourcing and attracting top talent.
- Master interview techniques, including behavioral and competency-based questions.
- Understand how to evaluate candidates' qualifications and fit for the role.
- Identify and mitigate biases in the recruitment and selection process.
- Enhance decision-making abilities when selecting the best candidates.
- Familiarize with legal and ethical guidelines in recruitment and hiring.
- Promote diversity and inclusion in the recruitment process.
- Improve communication skills for interacting with candidates effectively.
- Equip participants to streamline the hiring process for better organizational outcomes.

Targeted Competencies:

By the end of this Recruitment, Interviewing, and Selection training, the participant's competencies will:

- Candidate Sourcing and Attraction.
- Job Analysis and Job Description Creation.
- Interview Techniques and Questioning Strategies.
- Behavioral and Competency-Based Interviewing.
- Selection Decision Making.
- Bias Recognition and Mitigation.
- Candidate Assessment and Evaluation.
- Communication and Negotiation Skills.
- Legal and Ethical Considerations in Hiring.
- Workforce Diversity and Inclusion Strategies.

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Course Content:

Unit 1: Understanding Recruitment and Selection Basics:

- Overview of the recruitment process from job analysis to final selection.
- Identifying the importance of effective recruitment for organizational success.
- Understanding the legal and ethical considerations in hiring.
- Reviewing the role of job descriptions and person specifications.
- Discussing internal vs. external recruitment strategies.
- Examining recruitment channels and tools e.g., job boards, social media, recruitment agencies.
- Recognizing the impact of company culture on recruitment practices.
- Understanding diversity and inclusion principles in recruitment.

Unit 2: Sourcing and Attracting Candidates:

- Exploring methods for sourcing candidates e.g., advertising, networking, employee referrals.
- Evaluating the effectiveness of different recruitment sources.
- Leveraging social media platforms for talent acquisition.
- Building and maintaining a strong employer brand to attract top talent.
- Developing engaging job postings that attract the right candidates.
- Implementing strategies for passive candidate engagement.
- Using data analytics to optimize sourcing strategies.
- Understanding the importance of a diverse candidate pipeline.

Unit 3: Interviewing Techniques and Best Practices:

- Learning the fundamentals of structured vs. unstructured interviews.
- Mastering behavioral interviewing techniques STAR method.
- Developing competency-based interview questions.
- Conducting phone and video interviews effectively.
- Ensuring a consistent and fair interview process for all candidates.
- Building rapport with candidates during the interview.
- Handling challenging interview scenarios and questions.
- Creating interview guides and scoring systems to assess candidates objectively.
- Understanding the role of non-verbal communication in interviews.

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Unit 4: Candidate Evaluation and Selection:

- Developing a structured framework for evaluating candidates.
- Using assessment tools and tests to gauge candidate suitability e.g., skills assessments, personality tests.
- Comparing candidates' qualifications, experience, and cultural fit.
- Managing candidate expectations during the selection process.
- Evaluating soft skills and emotional intelligence.
- Incorporating feedback from multiple interviewers to make an informed decision.
- Managing negotiation and offer presentation effectively.
- Ensuring the selection process is fair and free from discrimination.
- Using data and metrics to support selection decisions.

Unit 5: Onboarding and Continuous Improvement:

- Understanding the importance of effective onboarding for new hires.
- Creating an onboarding plan to integrate new employees successfully.
- Communicating expectations, goals, and company culture to new hires.
- Gathering feedback from candidates and hiring teams to improve the recruitment process.
- Tracking key performance indicators KPIs for recruitment and selection success.
- Reviewing and refining recruitment strategies based on feedback and results.
- Developing training programs to improve interviewer effectiveness.
- Keeping up-to-date with trends and best practices in recruitment and selection.
- Implementing continuous improvement techniques for better recruitment outcomes.