MERCURY

Advanced Skills in Selection, Interviewing, and Recruitment

25 – 29 January 2027
Johannesburg (South Africa)



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Ref: 16267_1069930 **Date:** 25 – 29 January 2027 **Location:** Johannesburg (South Africa) **Fees:** 5300 Euro

Introduction:

Recruitment and the selection process are among the primary tools of management. Mistakes in this area are often concealed, but they are avoidable—this is the focus of this training course. It is no coincidence that companies like Intel, Google, and Apple are successful; they all have outstanding, uncompromised recruitment processes. This Advanced Skills in Selection, Interviewing, and Recruitment course focuses on advanced selection procedures, interviewing, and recruitment skills.

Participants will learn the latest methods and techniques covering all critical steps of the interview. This Advanced Skills in Selection, Interviewing, and Recruitment course enables them to learn and build confidence. They will apply these techniques immediately in their workplace. It aligns with best practices in human resources analysis. Everyone, at some point in their career, will have to conduct interviews.

Whether for recruitment, evaluation, or discipline, they must learn the correct approach that will always serve them well. Mastering the complete interview cycle with the latest techniques, improving onboarding procedures post-hiring, and learning how to interpret body language and detect dishonesty in candidates is essential. They will learn how to pre-write and ask competency-based questions that target key points of interest.

Targeted Groups:

This Advanced Skills in Selection, Interviewing, and Recruitment training targets professionals seeking specialized knowledge and skills:

- Human Resources and employee training staff.
- Managers and direct supervisors.
- Planners and developers.
- CEOs and directors.
- Department heads.
- Anyone who sees the need for this course and wishes to develop their skills and expertise.

Training Course Objectives:

Participants will achieve the following objectives by completing the Advanced Skills in Selection, Interviewing, and Recruitment course:

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- Memorize and master the new recruitment process and explain it to others.
- Write hiring criteria and develop accurate, suitable interview questions.
- Evaluate and demonstrate the value of using different types of assessments.
- Use personality profiling and explain the importance of personality in hiring, development, and succession planning.
- Decode various types of body language.
- Understand the new process for successful hiring.
- Acquire essential skills for the interview process.
- Develop personal action plans for improvement.
- Use techniques to detect forged documents or dishonesty in candidates.

Targeted Competencies:

Participants will gain the following competencies during the Advanced Skills in Selection, Interviewing, and Recruitment program:

- Understanding recruitment and separating fact from fiction.
- Mastery of the "new approach to successful interviews".
- Testing, personality profiling, and reference checking.
- Finalizing pre-written questions, preparing the room and logistics, and understanding the vital role of body language.

Course Content:

Unit 1: Understanding Recruitment and Separating Fact from Fiction:

- How to measure and financially explain the cost of a bad hire.
- Self-assessment of current interview skills.
- Facts vs. myths about interviews.
- Introduction to the recruitment process map.

Unit 2: The New Approach to Successful Interviews:

- Understanding the role and importance of job descriptions and practicing standards.
- How to write key criteria and link them to competencies.
- Writing job advertisements and attracting talented, high-achieving candidates.
- How to develop interview questions.

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Unit 3: Testing, Personality Profiling, and References:

- A new approach to saving time and avoiding bias.
- Professional testing.
- Personality profiling.
- How assessment centers work.
- Importance of references.

Unit 4: Finalizing Pre-Written Questions, Preparing the Room and Arrangements, and Understanding the Vital Role of Body Language:

- Steps to initiate every interview.
- Finalizing your interview questions.
- How to use screening questions.
- Pre-interview preparation, including room setup.
- Proper interpretation and decoding of body language.

Unit 5: Interview Execution Methods and Techniques:

- Using Skype and phone interviews.
- Conducting the interview process.
- Interview scheduling.
- Assigning interview roles.
- Reviewing the interview and providing individual feedback.

Final Insights & Key Takeaways:

Mastering advanced selection and interviewing skills is essential for building high-performing teams and reducing costly hiring mistakes. This course equips participants with practical tools, from competency-based questions to body language interpretation, ensuring more accurate and confident hiring decisions. Implementing structured recruitment processes fosters fairness, consistency, and alignment with organizational goals. Ultimately, effective interviewing is not just about selecting the right candidate—it's about shaping the future of your organization.