Advanced Selection, Interviewing & Recruitment Skills (Certified Recruitment Analyst)

5 – 9 July 2027
Madrid (Spain)

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MERCURY

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Ref: 3006_251567 **Date:** 5 – 9 July 2027 **Location:** Madrid (Spain) **Fees:** 5600 Euro

Introduction

In today's competitive business environment, acquiring proficiency in interviewing is often recognized as a pivotal managerial competence. Historical data has established that traditional interviewing methods are significantly less effective, with a likelihood of success under 2%. This recruitment selection and interview course introduces the behavioral interviewing technique psychology professionals endorse.

Mastering this method will transform participants' ability to conduct productive interviews. The recruitment selection and interview program will also cover psychometric tests and personality questionnaires, offering a comprehensive skill set for appraisals and disciplinary interviews.

Whether you are an experienced HR recruiter seeking further advancement or new to the field exploring courses for HR recruiters, this course serves as an encompassing framework detailing what recruitment and selection are. It equips HR professionals with cutting-edge recruiting skills, enhancing the sphere of HR and recruitment courses in today's industry.

Targeted Groups

- HR managers
- HR supervisors
- HR staff.
- Recruitment staff.
- This recruitment selection and interview course is for persons who want to gain knowledge to improve their profile.

Advanced Recruitment Techniques

The inclusion of advanced recruitment techniques is integral to the training provided in this course. Participants will discover the most essential skills for a recruiter through our interview training course. By understanding the thorough recruitment and selection process and embedding the HR recruiter skills into practice, the certification portion of this course stands out as a premier HR recruiter certification course.

Participants will receive in-depth insight into what a selection interview is. They will be uniquely positioned to fulfill roles such as policy analyst recruitment and development program coordinators and recruitment systems analysts and become adept recruiters for data analyst positions. For those seeking to sharpen their employee selection interview skills, this HR recruitment selection course encompasses a wealth of knowledge and practical expertise.

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This certified recruitment analyst program is a premier example among recruitment training courses, providing comprehensive exposure and essential skills training in recruitment. Be it an interview course specifically or, more broadly, HR and recruitment courses, the quality and depth of this program will cater to all aspiring HR recruiters.

Course Objectives

At the end of this course, the recruitment selection and interview participants will be able to:

- Acknowledge the complexities inherent in the contemporary process of recruitment and selection.
- Learn to execute an updated recruitment and selection process.
- Develop criteria for advertising positions, shortlist candidates, and formulate practical interview questions.
- Relay to others the time-saving and efficiency benefits of the new interviewing process.
- Determine the applicability of testing, personality profiling, and assessment centers.
- Implement a two-step questioning method with numerical scoring.
- Engage in the full spectrum of the new interview process.
- Streamline recruitment to maximize time, cost-efficiency, and overall efficacy.
- Transform existing data into high-caliber, scoreable interview questions.
- Formulate personal action plans for improvement, focusing on balanced scoring methods and advanced behavioral questioning.

Targeted Competencies

- Decision-making.
- Communication.
- Negotiation.
- Interpersonal skills.
- Influencing.
- Cultural awareness.

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Course Content

Unit 1: Where Are We Now - Current Skills and Knowledge VS New

- Why are interviews often so ineffective?
- Examining your current skill levels - Knowledge - exercise.
- Examining your current - skills - exercise.
- Interviewing first practice.
- Interviewing - observing others.
- Interviewing - What is it like being interviewed?
- The myths about interviewing.
- Completing your personality profile.

Unit 2: The New Process of Interviewing - New Approach, New Results

- Explanation of the new recruitment/interview model.
- The necessity for change in interview approaches.
- Interactive review and discussion.
- Role of job descriptions in the recruitment process.
- Development of behavioral criteria mapping for roles.
- Hands-on exercise on criteria information collation.
- Simulating the creation of job adverts.
- Time-efficient shortlisting techniques.

Unit 3: Testing, Personality Profiling, and Assessment Centres

- Overview of testing categories and their importance.
- Differentiating psychometric and occupational tests.
- Creating and employing localized ability tests.
- Additional testing considerations.
- Advances in personality profiling techniques.
- Expected outcomes from personality profiling use.

Unit 4: Questioning Techniques and Observing Body Language

- Introduction to new interview questioning methods.
- Benefits of signposting for both interviewers and interviewees.
- Crafting and applying knowledge-based questions.
- Effective use of probing questions.
- Commencing interviews effectively.
- Optimal interview panel size for meaningful inquiry.
- Arranging the interview setting.
- Practical interpretation of body language cues.

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Unit 5: Putting Interviewing Skill into Practice

- Review of learning to date.
- Practicing introductions - group team exercise.
- The actual cost of lousy interviewing.
- Practical interview - Interview 1.
- The practical interview - Interview 2.
- Practical interview - Interview 3.
- Making the final selections and necessary professional actions.
- Updating skill and knowledge sheets.