Complete with success your recruitment process

Description

This course has a double objective: to obtain the keys to the analysis of the need for integration to secure your recruitments and to reinforce the effectiveness of your interviews to assess the motivations, personality and skills of the candidate in relation to the position.

Niveau
Fondamental
Course Content
Analyze their recruitment needs and the profiles sought

- Delimit the perimeters of the substation
- Recruit without discriminating
- Analyze the skills required for the position
- Define job-related skills
- Differentiate job description and profile sought

Choose the communication channels and write an effective advertisement

- Strengthen the employer brand and develop relevant sourcing
- Know how to describe a position
- Write a powerful and attractive ad
- Choose communication channels (jobboard, social networks, trade show, cooptation ...)
- Analyze CVs and preselect candidates to meet

Conduct a job interview

- Structure the interview and master its stages
- Know the key, essential questions
- Acquire questioning techniques and active listening
- Analyze and decode interview behaviors
- Go to the essentials in the course analysis
- Frame exchanges and quickly access clear and reliable information
- Put in situation or carry out tests
- Assess the potential of a candidate

Adopt objective criteria to select the right candidate

- Determine the roles of managers in the recruitment process
- Choose the best candidate using a selection grid
- Prioritize behavioral elements
- Prepare the interview summary
- Respond to candidates

Integrate the candidate well: onboarding

- Plan the actions to be taken
- Monitor progress through interviews and reports

- Evaluate the collaboration: monitor the progress of the trial period and respect the notice periods

Lab / Exercises

- Development of an interview guide
- Development of an evaluation grid
- Interview simulations

Documentation

- Digital courseware included

Participant profiles

- Recruitment officers and anyone involved in recruiting employees

Prerequisites

- No prerequisites

Objectives

- Analyze recruitment needs and establish the candidate's profile
- Write an effective ad, understand the sourcing levers
- Structuring your job interview process
- Master the techniques of questioning and listening
- Select the right application
- Know the stages of an integration plan for new recruits

Classroom Registration Price (CHF)
800
Virtual Classroom Registration Price (CHF)
800
Duration (in Days)
1
Reference
TEAM-REC