



How to Hire Right People!

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Recruitment & Selection

Overview

Effective recruitment and selection practices drive all organizations to success.

In this workshop you will learn key recruitment and selection skills that you can adopt in your organization to deliver endless results.

Target Audience

- supervisors and officers in the functions of Human Resources
 - Recruitment whose job requires recruiting and selecting employees.
- The program
- all those outside Human Resources whose job requires
 - Whoever is conducting frequent and/or important selection interviews.

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Outcomes:

- Know difference between Talent Acquisition & Recruitment & Selection
- Learn How to forecast personnel needs.
- Estimate manpower gaps
- Know how to deal with employee's surplus & Employee's shortage.
- Design Job analysis and description.
- Identify what is a competency.
- Identify KSA (Knowledge, Skills, and Abilities).
- Conduct Competency Based Interviews.
- Apply How to evaluate KSA in Interviews.
- Measure effectively the recruitment process

Outlines:

Manpower Planning

- Difference between Talent Acquisition & Recruitment & Selection
- How to forecast personnel needs.
- Estimate manpower gaps
- Know how to deal with employee's surplus & Employee's shortage.
 - Design Job analysis and description.

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Recruitment and Selection

- Recruitment process steps
- Channels of recruitment.
- Create Ads.
- Filtering.
- Short listing step by step

Interviewing process

- Types of interviews.
- Identify what is a competency.
- Identify KSA (Knowledge, Skills, and Abilities).
- Conduct Competency Based Interviews.
- Apply How to evaluate KSA in Interviews.

Recruiting evaluation

- Design yield ratio to evaluate recruiting process.



Time Frame

22 Hours

In Person- Fridays / Online- Saturdays

Fees

1500 L.E

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