

RECRUITMENT, INTERVIEWING AND SELECTION

“Attract, Assess, and Acquire Top Talent with Confidence and Precision.”

Schedule

Venue (InHouse)	Fees
At Your Organization Premises	Ask For The Quotation

► **Available delivery methods:** In-House Training

Introduction

Recruitment is the foundation of organizational success — hiring the right people ensures long-term growth, innovation, and stability. However, in today’s competitive job market, identifying and selecting the best-fit candidates requires more than just filling vacancies. It demands a strategic, structured, and competency-based approach that aligns talent acquisition with organizational goals.

Recruitment, Interviewing and Selection is a comprehensive training program designed to equip HR professionals, hiring managers, and recruiters with the tools and techniques needed to attract, evaluate, and select high-performing candidates. The course emphasizes best practices in job analysis, competency-based interviewing, assessment methods, and unbiased decision-making — ensuring fairness, compliance, and quality in every hire.

Through interactive exercises, real-world simulations, and expert guidance, participants will gain the confidence and skills to conduct professional, effective, and ethical recruitment and selection processes.

Objectives

By the end of this course, participants will be able to:

- Understand the strategic role of recruitment and selection in organizational success.
- Develop effective job descriptions and person specifications based on job analysis.
- Design and implement structured recruitment and selection processes.
- Apply competency-based and behavioral interviewing techniques.
- Use assessment tools and methods to evaluate candidate suitability objectively.
- Ensure compliance with employment laws, diversity, and inclusion principles.
- Make informed hiring decisions through evidence-based selection criteria.
- Build a positive candidate experience that strengthens the employer brand.

Why Attend

Effective hiring decisions drive business success. Poor recruitment, on the other hand, leads to high turnover, low morale, and wasted resources. This course provides practical insights and proven methods to help you recruit smarter and hire right the first time.

Whether you are new to recruitment or seeking to refine your interviewing skills, this training will equip you with professional, structured, and compliant practices to attract and retain top talent — ensuring the best match between people and roles.

Target Audience

This course is ideal for:

- HR Managers and Officers
- Recruitment and Talent Acquisition Specialists
- Hiring Managers and Line Supervisors
- Team Leaders and Department Heads
- Business Owners and Entrepreneurs
- Anyone involved in interviewing and selecting employees

Individual Benefits

- Master practical tools and techniques for effective recruitment and selection.
- Gain confidence in conducting structured, professional interviews.
- Learn to assess candidate competencies objectively and fairly.
- Improve decision-making and reduce hiring errors.
- Strengthen your communication, questioning, and evaluation skills.
- Enhance your professional credibility as a recruiter or interviewer.

Organizational Benefits

- Improve the quality and retention of new hires.
- Ensure fairness, transparency, and compliance in recruitment processes.
- Build a strong employer brand and positive candidate experience.
- Reduce recruitment costs and minimize turnover.
- Strengthen alignment between talent acquisition and business strategy.
- Develop a consistent, data-driven selection framework across departments.

Instructional Methodology

This course uses an interactive, hands-on learning approach, including:

- Case studies of real recruitment challenges
- Simulated interview and selection exercises
- Group discussions and role-playing activities
- Competency mapping and job analysis workshops
- Templates and tools for immediate application
- Feedback and coaching on interview techniques

Course Outline

- Module 1: Introduction to Recruitment and Selection Strategy
- Module 2: Workforce Planning and Job Analysis
- Module 3: Writing Effective Job Descriptions and Specifications
- Module 4: Attracting and Sourcing the Right Candidates
- Module 5: Screening, Shortlisting, and Pre-Interview Assessments
- Module 6: Conducting Competency-Based and Behavioral Interviews
- Module 7: Assessment Methods - Tests, Tasks, and Simulations
- Module 8: Evaluating Candidates and Making Selection Decisions
- Module 9: Legal, Ethical, and Diversity Considerations in Hiring
- Module 10: Enhancing Candidate Experience and Employer Branding

Certification

Upon successful completion, participants will receive a Certificate in Recruitment, Interviewing and Selection, confirming their ability to attract, assess, and select the best talent effectively and ethically in alignment with organizational objectives.

Why Choose MAWA Events

- **Global Expertise:** More than 17 years of experience in professional training and consulting.
- **Industry-Leading Faculty:** Courses delivered by seasoned professionals with hands-on experience.
- **Practical Insights:** Learn to turn theory into actionable strategies for real-world business impact.
- **Client-Focused Solutions:** Customized programs designed to achieve your organisation’s unique goals.

In-House / Customized Training

Interested in running this course for your team?

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