€TRAINING

Recruitment and Selection: Methodologies & Techniques

12 - 16 May 2024
Istanbul (Turkey)
Sheraton Istanbul Levent

Recruitment and Selection: Methodologies & Techniques

REF: C675 DATE: 12 - 16 May 2024 Venue: Istanbul (Turkey) - Sheraton Istanbul Levent Fee: 5850 Euro

Introduction:

Recruitment and selection can be a very expensive and time-consuming process, however, there is evidence that employing the latest recruitment and selection methodologies and techniques increase the likelihood of successfully recruiting the best candidate for any intended role.

The program will explore many techniques that will most certainly transform your competence as a recruiter or interviewer in either recruitment/selection or development and appraisal opportunities.

Conference Objectives:

At the end of this conference the participants will be able to:

- Examine numerous interviewing techniques and practice the process of behavioral or targeted interviewing.
- Discuss potential outcomes when using a variety of approaches to recruitment and selection
- Consider a variety of techniques and methodologies to differentiate the excellent from the average candidate using Competency frameworks
- Explore the appropriate use of various psychometric tests including general ability and attributes tests.
- Experience the use of Myers Briggs MBTI and review SHLs OPQ 32 reporting material including feedback on personality questionnaires
- Understand the benefits of developing an assessment center to test candidates against future job requirements
- Examine various Emotional Intelligence EI tools to test the potential of the candidates including Daniel Golemans research and theory
- Develop your influencing skills by making persuasive presentations of key requirements in planning recruitment/selection campaigns
- Practice all of the techniques to achieve understanding and competence in a friendly and supportive environment

Targeted Audience:

- HR Managers
- HR Recruitment Personnel
- HR Professionals
- People who want to gain important skills

Conference Objectives:

Unit 1: The Recruitment and Selection Process:

- The key elements, competencies, and person specification
- The five types of interview styles
- The principles of conducting a targeted interview

Unit 2: Interviewing in Action, Exploring The Outcomes:

- Developing rules of evidence for assessment
- Coding example: The rules of coding and syndicate exercise
- The interview process, and practice
- Targeted interview practice

Unit 3: The Use of Psychological Test Data in The Recruitment Process:

- Coding example + syndicate exercise
- Examining the results including standardization and drawing conclusions
- Review of psychometric tests available in the selection and recruitment process
- Analyze and complete the MBTI Personality questionnaire
- The increasing use of Emotional Intelligence in the Recruitment process - Daniel Goleman's model
- Additional insights into personality profiling including a case study
- Administration and guidelines for the use of psychometric testing

Unit 4: Dealing With The Results, Drawing Conclusions, and Feedback:

- Application of psychometric tests including the use of a type indicator MBTI and putting feedback into context
- Best fit analysis and demonstration
- The four scales, what do they mean?
- Recruitment and selection results and employing them as a development tool

Unit 5: Design and Deployment of Assessment Centres:

- The latest techniques in advertising for vacancies
- How to shortlist, avoiding bias and lots of hard work
- Examination of an assessment center approach - training of the assessors
- Deciding on the tools and techniques to use in the assessment and what are the consequences
- The resources required to run a successful recruitment or selection process