



Recruitment and Selection: Methodologies & Techniques



14 - 25 October 2024



Lisbon (Portugal)

Recruitment and Selection: Methodologies & Techniques

course code: C8211 From: 14 - 25 October 2024 Venue: Lisbon (Portugal) - course Fees: 4500 Euro

INTRODUCTION

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

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

CONFERENCE OBJECTIVES

- To examine numerous interviewing techniques and practice the process of behavioural 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 SHL's OPQ 32 reporting material including feedback on personality questionnaires
- Understand the benefits of developing an assessment centre to test candidates against future job requirements
- Examine various Emotional Intelligence (EI) tools to test the potential of the candidate(s) including Daniel Goleman's 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

CONFERENCE METHODOLOGY

Delegates will learn and develop competence by a combination of mini case studies, use of course material, practical exercises, and role play opportunities. There will be adequate provision made to share real life issues and experience back in their organisations either in general session or individually with the programme leader.

CONFERENCE SUMMARY

This conference develops the essential skills, knowledge and methodologies to successfully perform recruitment and selection assessment, and then explores the individual competence of the decision makers. Finally, how to influence organisations to change their approach to recruitment and selection by constructing objective information and presentations.

CONFERENCE OUTLINE

The Recruitment and Selection Process

- Introductions, programme objectives and ways of working
- The key elements, competencies and person specification
- The five types of interview styles
- The principles of conducting a targeted interview
- Review of day one and links to day two

Interviewing in action, exploring the outcome(s)

- Developing rules of evidence for assessment
- Coding example 1: The rules of coding and syndicate exercise
- Interview process, and practice session 1
- Targeted interview practice session 2
- Review of day two and links to day three

The use of psychological test data in the Recruitment process

- Coding example 2 + syndicate exercise
- Examining the results including standardisation and drawing conclusions - syndicate exercise
- Review of psychometric tests available in the selection and recruitment process
- Analyse 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 case study
- Administration and guidelines for the use of psychometric testing
- Review of day three and links to day four

Dealing with the results, drawing conclusions, and feedback

- Application of psychometric tests including use of a type indicator (MBTI) and putting feedback into context
- Best fit analysis and demonstration
- The four scales, what do they mean? - syndicate exercises
- Recruitment and selection results and employing them as a development tool
- Review of day four and links to day five

Design and deployment of Assessment Centres

- The latest techniques in advertising for vacancies - syndicate exercise
- How to short list, avoiding bias and lots of hard work
- Examination of an assessment centre approach - training of the assessors
- Deciding on the tools and techniques to use in the assessment and what are the consequences
- The resources required in order to run a successful recruitment or selection process
- End of programme review, presentation of certificates and CPE points

