

HRM – Recruitment and Selection

Poor recruitment decision has a very negative impact on organizations. By employing someone who is inappropriate for a vacancy, departments and divisions incur considerable costs in time, money and effort to bring the individual up to standard. The interview remains the most popular method of selection and does have its fair share of strengths and weaknesses. Through this course the participants will explore some of the methods to improve the reliability of the interview and in particular some of the skills, tips and methods to do this.

Learning outcomes

Upon the completion of this Course, the learner will be able to:

- Understand the importance of recruitment to the organization
- Identify the outcomes of the Selection Decision to the organization
- Detail the main biases that can occur during the selection process
- Implement an effective Recruitment Process
- Understand the function of the interview and types of interview questions that can be employed
- Discuss applications of psychometric testing within the recruitment process
- Effectively measure the recruitment process

Who Should Attend

Middle to superior staff such as:

- HR professionals
- Supervisors
- Team leaders
- Senior managers

Prerequisites

The candidate must have completed or be in the process of completing a high school or secondary school diploma or similar educational standards.

Course Outline

- Recruitment & The Organization
- The Selection Decision
- The Recruitment Process
- Source Candidates
- The Recruitment Interview
- Psychometric Testing
- Reference Checks & Making An Offer

Approvals & Accreditation

- Ministry of Labour, Kingdom of Bahrain
- HABC
- ILM

Course Duration

The standard duration of this course is 12 contact hours.

Training methods

- Interactive facilitator lead learning
- Class activities
- Group discussions
- Case studies
- Practical sessions
- Question and answer sessions
- E-learning
- Role-plays
- Self-assessment tools

For more information please feel free to contact:

Invita Training Center | P.O. Box 1197 | Manama | Kingdom of Bahrain
Tel: +973 17 506000 | Fax: +973 15 500202 | info@invita.com.bh