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## WHO SHOULD ATTEND:

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- HR professionals
- People whose job requires to be involved in the recruitment process

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## LEARNING OUTCOME:

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Attendees will learn how to make the right hiring decision that will save substantial investment in time and money and by hiring suitable candidates using the appropriate recruitment cycle.

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## TRAINING OUTLINE:

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- Recruitment cycle
- Job profile (analysis, description, specification)
- Recruitment sources
- Screening, shortlisting and routing
- Different selection tools
- Interviewing techniques
- Candidates evaluation
- Selection decision
- Data analysis, metrics and tracking

Attendees

**12 - 14**

Duration

**1 day**