



شركة ميرك العربية السعودية
MEIRC Saudi Arabia

Behavioral Based Recruitment & Selection

Duration 5 Days

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 program 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.

Who Should Attend

- Senior HR Managers who have the overall responsibility for recruitment and selection in their respective organizations
- Senior Line Managers involved in assessing job requirements and developing competency in members of staff
- Line managers who from time to time assess candidates during the recruitment process
- Professionals whose main accountability is in the provision of key members of staff
- Recruitment Consultants who are involved on an ongoing basis
- Coordinators who are responsible for ensuring all resources are in place during the recruitment process

Programme Objectives

- ↳ 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.
- ↳ 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.

Programme Outline:

1. DAY 1 - The Recruitment and Selection Process

- 1.1. Introductions, program objectives and ways of working
- 1.2. The key elements, competencies and person specification
- 1.3. The five types of interview styles
- 1.4. The principles of conducting a targeted interview
- 1.5. Review of day one and links to day two



2. DAY 2 - Interviewing in action, exploring the outcome(s)

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

3. DAY 3 - The use of psychological test data in the Recruitment process

- 3.1. Coding example 2 and syndicate exercise
- 3.2. Examining the results including standardization and drawing conclusions - syndicate exercise
- 3.3. Review of psychometric tests available in the selection and recruitment process
- 3.4. Analyze and complete the MBTI Personality questionnaire
- 3.5. The increasing use of Emotional Intelligence in the Recruitment process - Daniel Goleman's model
- 3.6. Additional insights into personality profiling including case study
- 3.7. Administration and guidelines for the use of psychometric testing
- 3.8. Review of day three and links to day four

4. DAY 4 - Dealing with the results, drawing conclusions, and feedback

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

5. DAY 5 - Design and deployment of Assessment Centres

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