Finding the Right Fit

In-Class

8 hours

EGP 2,680

Course Description:

In today's complex business landscape, understanding the framework of organizations is essential for effective management and leadership. This course comprehensively explores organizational structures, delving into key concepts and models that shape how organizations operate. Participants will have a robust understanding of organizational structures and their practical applications, equipping them with the skills necessary to navigate and influence their organizational environments effectively.

Target Audience:

HR managers, recruiters, and talent acquisition specialists looking to improve their hiring processes.

Course Objectives:

By the end of the course, participants will be able to:

- Understand the importance of selection in recruitment
- Identify the outcomes of the selection decision for the organization and its process
- Implement an effective recruitment process.
- Understand the function of the interview and the types of interview questions that can be employed.
- Discuss applications of psychometric testing within the recruitment process.
- Explain how to make a reference check
- Effectively measure the recruitment process.

Course Outlines

Module 1: The Selection Decision

- Selection Outcomes
- The Selection Decision – Reliability & Validity
- Biases in Selection
- Expectancy & Primacy Effect
- Information - Seeking Effect
- Contrast or Quota Effect
- Stereotyping

Module 2: Job Analysis & Job Description

- Job Analysis
- Job Description - Key Elements

Finding the Right Fit

In-Class

8 hours

EGP 2,680

- Seven Point Plan
- Five-Fold Grading System
- Job Description – Example

Module 3: Source Candidates
- Internal Recruiting
- External Recruiting
- Screening Resumes

Module 4: The Recruitment Interview
- Efficiency of the Recruitment Interview
- Functions of the Interview
- Types of Interview Questions
- The Recruitment Interview – Advantages & Disadvantages

Module 5: Psychometric Testing
- Two Main Categories
- Validity

Module 6: Reference Checks & Making an Offer
- Reference Checking
- Giving References

Module 7: Measuring Recruitment
- Types of Measures
- Recruiter Effectiveness

Assessment Strategy:
Participants will be informally assessed based on their interaction during sessions and their participation in group exercises.

Upon Successful Completion of this Course, participants will obtain:
0.6

Course Language:
English

Prerequisites:
N/A