




Recruitment and Selection: A Holistic Approach

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Meirc
Training & Consulting

Why Attend

In three short days, gain a holistic overview of the entire recruitment and selection cycle. By participating in this course, you will learn all you need to know about attracting, assessing and selecting the right candidates for the vacant positions in your organization. You will also pick up some commonly made errors in recruitment and selection along with the best ways to avoid them.

Course Methodology

The course uses a combination of interactive tools such as lecturattes, case studies, group activities and role plays. The course also uses a selection of short films to inject a higher dose of practicality into the course.

Course Objectives

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

- Define recruitment and selection and describe the difference between them.
- List the best methods and sources for attracting qualified candidates
- Practice various techniques for short listing and assessing candidates
- Prepare and conduct a probing interview that collects meaningful information about candidates
- Apply number based logical methodologies in making the final candidate selection decision

Target Audience

Managers, superintendents, supervisors and officers in the functions of human resources or recruitment whose jobs require recruiting and selecting employees. The course is also very useful for all those outside human resources whose jobs require conducting frequent and important selection interviews.

Target Competencies

- Decision making
- Communication
- Negotiation
- Interpersonal skills
- Influencing
- Culture awareness
- Service delivery

Course Outline

- Recruitment and selection
 - Recruitment versus selection
 - Stages in the recruitment process
 - Roles and responsibilities at each stage
 - Managing relations with other HR functions
- Defining requirements and attracting candidates
 - Building a job profile: the use of essentials and desirables
 - Job descriptions, and Personal profile
 - Various sources for attracting candidates:
- Referrals and internal candidates
- Recruitment ads
- Advertising pros and cons
- Internet and websites
- Recruitment agencies and head hunters
- Career fairs and universities
- Screening candidates and short listing
 - Tangible versus intangible criteria



- Shortlisting candidates
- The use of CVs, résumés and applications for short listing
- Verifying on-line applications

- Interviewing candidates
 - Screening and biographical interviews
 - Serial and sequential interviews
 - Hypothetical interviews
 - Panel interviews: pros and cons
 - Competency based interviews
 - Interview guidelines

- Assessing candidates
 - Capturing candidate data legally
 - Learning the difference between objective and subjective remarks
 - Legal and fairness issues
 - Producing a personal profile

- The selection decision
 - Criteria that should be used
 - Decision matrixes in selection
 - Using competency gap analysis



Fees: US\$ (including coffee breaks and a buffet lunch daily)

Per participant - 2019

US\$ 3600

Fees + VAT as applicable

UAE Tax Registration Number 100239834300003



Courses in Human Resources and Training

Dates	Course Name	Language	Location	Fees
14 - 18 Jul, 2019	Certified Employee Relations Professional	English	Kuala Lumpur	US\$ 5100
14 - 18 Jul, 2019	Certified Human Resources Professional: From Traditional HR Role to Business Partner	English	Kuala Lumpur	US\$ 5100
21 - 25 Jul, 2019	Certified Compensation and Benefits Professional	English	Dubai	US\$ 5100
21 - 25 Jul, 2019	Certified Training and Development Professional	English	Barcelona	US\$ 5100
28 Jul - 1 Aug, 2019	Career Development and Succession Planning	Arabic	Dubai	US\$ 4800
28 Jul - 1 Aug, 2019	Certificate in HR Auditing	English	Dubai	US\$ 5100
28 Jul - 1 Aug, 2019	Employee Engagement: Strategy and Practices	Arabic	Dubai	US\$ 4800
4 - 8 Aug, 2019	Certified Recruitment Specialist	English	Dubai	US\$ 5100
18 - 22 Aug, 2019	Certified Human Resources Professional: From Traditional HR Role to Business Partner	English	Barcelona	US\$ 5100
18 - 22 Aug, 2019	Certified Training Manager	English	Dubai	US\$ 5100
25 - 29 Aug, 2019	Strategic Human Resources Management	English	Dubai	US\$ 4800
1 - 5 Sep, 2019	Career Development and Succession Planning	English	Dubai	US\$ 4800
4 - 6 Sep, 2019	HR Business Partner	English	Beirut	US\$ 3600
8 - 12 Sep, 2019	Certified Training and Development Professional	Arabic	Dubai	US\$ 5100
8 - 12 Sep, 2019	Human Resources Management	English	Dubai	US\$ 4800
8 - 12 Sep, 2019	Workforce Planning and Budgeting	Arabic	Dubai	US\$ 4800
15 - 19 Sep, 2019	Certified HR Assessor	English	Dubai	US\$ 5100
15 - 19 Sep, 2019	Certified Instructional Design Practitioner	English	Dubai	US\$ 5100
15 - 17 Sep, 2019	Labor Law Workshop: Practical Applications	English	Dubai	US\$ 3600
15 - 19 Sep, 2019	Professional Skills for Human Resources Management	English	Dubai	US\$ 4800
15 - 19 Sep, 2019	Identifying Training Needs and Evaluating Training	English	Dubai	US\$ 4800
22 - 26 Sep, 2019	Excel Skills for HR and Admin Professionals	English	Dubai	US\$ 4800
22 - 26 Sep, 2019	Performance Management: Setting Objectives and Conducting Appraisals	English	Dubai	US\$ 4800



Courses in Human Resources and Training

Dates	Course Name	Language	Location	Fees
22 - 26 Sep, 2019	Recruitment, Interviewing and Selection	English	Dubai	US\$ 4800
29 Sep - 3 Oct, 2019	Certificate in Human Capital Planning	English	Dubai	US\$ 5100
29 Sep - 3 Oct, 2019	Certified Human Resources Professional: From Traditional HR Role to Business Partner	English	Dubai	US\$ 5100
29 Sep - 3 Oct, 2019	Employee On-Boarding: Induction and Job Orientation Techniques	English	Dubai	US\$ 4800
6 - 10 Oct, 2019	Leadership Skills for HR Managers	English	Dubai	US\$ 4800
6 - 10 Oct, 2019	Strategic Recruitment, Interviewing and Selection	English	Dubai	US\$ 4800
6 - 10 Oct, 2019	Train the Trainer: From Design to Delivery	English	Dubai	US\$ 4800
13 - 17 Oct, 2019	Certified Compensation and Benefits Professional	Arabic	Dubai	US\$ 5100
13 - 17 Oct, 2019	Certified Employee Relations Professional	English	Dubai	US\$ 5100
13 - 17 Oct, 2019	Certified Talent Management Professional	English	Dubai	US\$ 5100
13 - 17 Oct, 2019	Human Resources Management	English	Riyadh	US\$ 4800
20 - 24 Oct, 2019	Certificate in Competency Development and Implementation	English	Dubai	US\$ 5100
20 - 24 Oct, 2019	Certified Organization Development Professional	Arabic	Dubai	US\$ 5100
20 - 24 Oct, 2019	Human Resources KPIs: Benchmarking HR Performance	English	Dubai	US\$ 4800
27 - 31 Oct, 2019	Career Development and Succession Planning	Arabic	Dubai	US\$ 4800
27 - 31 Oct, 2019	Certified Training and Development Professional	English	Dubai	US\$ 5100
27 - 31 Oct, 2019	Writing HR Policies and Procedures	English	Dubai	US\$ 4800
3 - 7 Nov, 2019	Certified Human Resources Professional: From Traditional HR Role to Business Partner	Arabic	Dubai	US\$ 5100
3 - 7 Nov, 2019	Certified Recruitment Specialist	Arabic	Dubai	US\$ 5100
3 - 7 Nov, 2019	Managing and Coordinating Training	English	Dubai	US\$ 4800
10 - 14 Nov, 2019	Certificate in HR Auditing	Arabic	Dubai	US\$ 5100
10 - 14 Nov, 2019	Certified Talent Acquisition Professional	English	Dubai	US\$ 5100
10 - 14 Nov, 2019	Employee Engagement: Strategy and Practices	English	Dubai	US\$ 4800
10 - 14 Nov, 2019	Identifying Training Needs and Evaluating Training	Arabic	Dubai	US\$ 4800
10 - 14 Nov, 2019	Strategic Human Resources Management	Arabic	Dubai	US\$ 4800



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Dates	Course Name	Language	Location	Fees
10 - 14 Nov, 2019	Workforce Planning and Budgeting	English	Dubai	US\$ 4800
17 - 21 Nov, 2019	The Certified HR Administrator	English	Dubai	US\$ 5100
17 - 21 Nov, 2019	Compensation and Benefits	Arabic	Dubai	US\$ 4800
17 - 21 Nov, 2019	Employee Relations: Roles and Responsibilities	Arabic	Dubai	US\$ 4800
17 - 21 Nov, 2019	Job Analysis and Evaluation Workshop	English	Dubai	US\$ 4800
24 - 28 Nov, 2019	e-HR: Modern Trends and Applications	English	Dubai	US\$ 4800
24 - 28 Nov, 2019	HR Business Partner: Roles, Responsibilities and Competencies	Arabic	Dubai	US\$ 4800
24 - 28 Nov, 2019	Learning and Development: Tools and Strategies	English	Dubai	US\$ 4800
1 - 5 Dec, 2019	Certified Master Trainer	Arabic	Dubai	US\$ 5100
1 - 5 Dec, 2019	Recruitment, Interviewing and Selection	Arabic	Dubai	US\$ 4800
8 - 12 Dec, 2019	Certified Organization Development Professional	English	Dubai	US\$ 5100
8 - 12 Dec, 2019	Human Resources Management	Arabic	Dubai	US\$ 4800
15 - 19 Dec, 2019	Career Development and Succession Planning	English	Dubai	US\$ 4800
15 - 19 Dec, 2019	The Certified HR Administrator	Arabic	Dubai	US\$ 5100
15 - 19 Dec, 2019	Certified Recruitment Specialist	English	Dubai	US\$ 5100
15 - 19 Dec, 2019	Certified Training and Development Professional	Arabic	Dubai	US\$ 5100
22 - 26 Dec, 2019	Certified Compensation and Benefits Professional	English	Dubai	US\$ 5100
22 - 26 Dec, 2019	Certified Human Resources Professional: From Traditional HR Role to Business Partner	English	Dubai	US\$ 5100
29 Dec - 2 Jan, 2020	Human Resources Management	English	Dubai	US\$ 4800



Meirc Timeline

