

HOW TO SUCCESSFULLY RECRUIT

 **Dates and duration to be agreed**

 **Location to be agreed**

Contact us for a customised quote



OBJECTIVES

- Understand how recruitment has a strategic role in developing the organisation.
- Master the techniques involved in identifying and selecting candidates in keeping with the organisation's requirements.
- Ensure that new employees are properly integrated.

THE + OF YOUR TRAINING

- Importance given to exchanging experiences, practical work and case studies.

CONCERNED AUDIENCE

HR managers

GOOD TO KNOW

Exemple de programme réalisable en 5 jours



PEDAGOGICAL PROGRAMME

Module 1

Anticipating and preparing recruitment

- Defining recruitment needs as part of a forward-thinking approach.
- The job description, the skills required and the sought-after profile.
- Drawing up an attractive and selective recruitment offer.
- Sourcing: diversifying dissemination channels to attract the best candidates.



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Module 2

Selecting candidates

- Sorting through CVs and telephone screening.
- Conducting recruitment interviews: preparing the candidate selection grid;
- content of the interview: the main points to be addressed; interview techniques.
- Using psychometric tests.
- Negotiating and decision-making in recruitment.



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Module 3

Successfully integrating new employees

- Role of the manager, human resources and colleagues in the integration process.
- Preparing the integration: key documents and employee mobilisation.
- Welcoming the employee and the first days within the organisation.
- The various follow-up and accompanying methods.
- Validating skills during the trial period.



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Prerequisites : Have held or currently hold a position related to the training theme