Managing the Recruitment Process

COURSE OVERVIEW

Effective recruitment is critical to securing the right talent and driving organizational success. This course offers a step-by-step guide to designing and managing an efficient, inclusive, and strategic recruitment process—from workforce planning to onboarding. Delegates will learn how to attract, assess, and select top candidates while ensuring alignment with organizational goals, brand values, and compliance standards.

The course combines best practices with modern recruitment tools and real-life scenarios to enhance the effectiveness of hiring managers, HR professionals, and talent acquisition teams.

WHO SHOULD ATTEND?

This course is designed for HR Officers, Talent Acquisition Specialists, Recruitment Consultants, Hiring Managers, Line Managers involved in recruitment decisions, and HR Business Partners seeking to streamline and improve the hiring process.

COURSE OUTCOMES

Delegates will gain knowledge and skills to:

- Design and implement structured recruitment and selection processes
- Write effective job descriptions and use role profiles for better hiring outcomes
- Source candidates using traditional and digital channels strategically
- Conduct competency-based interviews and selection assessments
- Apply inclusive and legally compliant recruitment practices
- Reduce time-to-hire and improve candidate experience
- Align recruitment with workforce planning and organizational culture

KEY COURSE HIGHLIGHTS

At the end of the course, you will understand:

- Job profiling, workforce planning, and sourcing strategies
- Leveraging LinkedIn, job boards, and digital platforms for talent search
- Interview techniques: behavioral, situational, and panel-based approaches
- Legal and ethical recruitment practices (bias reduction, equal opportunity)
- Candidate engagement and employer branding strategies
- Screening tools, ATS (Applicant Tracking Systems), and shortlisting methods
- Recruitment metrics: cost per hire, quality of hire, time to fill
- Practical templates for job specs, interview scoring sheets, and offer letters

All our courses are dual-certificate courses. At the end of the training, the delegates will receive two certificates.
1. A GTC end-of-course certificate
2. Continuing Professional Development (CPD) Certificate of completion with earned credits awarded