



Consulting and Training | Reach New Heights

Course Name

Certified Recruitment Specialist

Sector Name

HR Strategy and Training

Document Type

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Certified Recruitment Specialist

Course Introduction

Recruitment is one of the most critical HR functions, directly impacting organizational performance, culture, productivity, and workforce sustainability. In today's competitive talent market, organizations must apply structured and data-driven recruitment practices to attract the right candidates, reduce time-to-hire, ensure fairness, and enhance candidate experience. Recruitment specialists are expected to go beyond CV screening and interviews to manage end-to-end hiring processes, strengthen employer branding, and support strategic workforce planning.

To help professionals meet these expectations, **BOOST Consulting & Training** has developed the Certified Recruitment Specialist program. This course equips participants with practical tools, methodologies, and best practices to manage the full recruitment and selection cycle in a professional and consistent manner.

The program covers manpower requisition planning, sourcing strategies, job analysis, competency-based selection, interview techniques, assessment methods, recruitment analytics, and onboarding coordination. Participants will gain the skills needed to improve recruitment effectiveness, enhance hiring quality,

strengthen employer branding, and support organizational talent acquisition objectives.

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Target Audience

- ✓ Recruitment officers and talent acquisition specialists
- ✓ HR officers and HR generalists involved in hiring
- ✓ HR business partners supporting workforce planning
- ✓ Hiring coordinators and HR operations staff
- ✓ Talent management professionals involved in sourcing and selection
- ✓ Line managers involved in interviewing and hiring decisions
- ✓ Professionals transitioning into recruitment or talent acquisition roles

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Learning Objectives

- ✓ Understand the full recruitment lifecycle and the role of recruitment in organizational talent strategy
- ✓ Conduct job analysis and develop clear job descriptions and competency profiles
- ✓ Apply effective sourcing strategies and manage multiple recruitment channels
- ✓ Screen CVs professionally and shortlist candidates using structured criteria
- ✓ Conduct competency-based interviews using effective questioning and evaluation techniques
- ✓ Apply selection tools including assessments, tests, and structured evaluation scorecards
- ✓ Manage candidate experience and recruitment communication professionally
- ✓ Use recruitment KPIs such as time-to-fill, cost-per-hire, and quality-of-hire through dashboards
- ✓ Support onboarding coordination and contribute to recruitment process improvement initiatives

Certified Recruitment Specialist

Course Outline

✓ DAY 01

Recruitment Strategy, Workforce Planning, and Job Analysis

- ✓ Role of recruitment in organizational performance
- ✓ Linking recruitment with workforce planning and talent strategy
- ✓ Understanding manpower requisitions and approvals
- ✓ Conducting job analysis and defining role requirements
- ✓ Writing effective job descriptions and competency profiles
- ✓ Diversity, fairness, and compliance considerations in recruitment

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Course Outline

✓ Day 02

Sourcing Techniques, Employer Branding, and Talent Attraction

- ✓ Overview of recruitment channels and sourcing methods
- ✓ Online platforms, social media, and talent databases
- ✓ Employee referrals and internal recruitment
- ✓ Building and promoting employer brand
- ✓ Crafting effective job advertisements
- ✓ Managing recruitment agencies and external partners

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Course Outline

✓ Day 03

Screening, Shortlisting, and Competency-Based Interviewing Skills

- ✓ CV screening techniques and selection criteria
- ✓ Structured shortlisting processes
- ✓ Designing competency-based interview questions
- ✓ Behavioral and situational interview techniques
- ✓ Reducing bias in interviews and decision-making
- ✓ Documenting interview results and evaluation notes

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✓ Day 04

Selection Tools, Hiring Decisions, and Candidate Experience Management

- ✓ Overview of assessment tools and testing methods
- ✓ Using scorecards and structured evaluation matrices
- ✓ Reference checks and background verification (conceptual)
- ✓ Making final hiring decisions with stakeholders
- ✓ Managing candidate communication and feedback
- ✓ Ensuring a positive candidate experience throughout the process

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Course Outline

✓ Day 05

Recruitment Analytics, KPIs, Compliance, and Recruitment Process Improvement Workshop

- ✓ Key recruitment metrics and performance indicators
- ✓ Building recruitment dashboards and reports
- ✓ Identifying recruitment bottlenecks and improvement areas
- ✓ Recruitment process documentation and standardization
- ✓ Compliance and record-keeping requirements
- ✓ Practical workshop: improving a recruitment process scenario

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Confirmed Sessions

FROM	TO	DURATION	FEES	LOCATION
March 29, 2027	April 2, 2027	5 days	4250.00 \$	UAE , Dubai
July 20, 2026	July 24, 2026	5 days	4950.00 \$	Spain , Barcelona
Dec. 14, 2026	Dec. 18, 2026	5 days	2150.00 \$	Virtual , Online
May 23, 2027	May 27, 2027	5 days	4250.00 \$	Qatar , Doha

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