



Consulting and Training | Reach New Heights

Course Name

Recruitment - Entry to Mid

Sector Name

HR Strategy and Training

Document Type

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Recruitment - Entry to Mid

Course Introduction

Recruitment is more than filling vacancies—it is a strategic HR process that directly impacts organizational performance, culture, and long-term capability. At the entry to mid-level, recruiters must balance speed, quality, compliance, and candidate experience.

Developed by **Boost**, this course is designed to equip HR professionals with a structured and practical understanding of the recruitment lifecycle. The program focuses on effective hiring practices, role clarity, candidate assessment, and decision-making—without turning recruitment into a purely administrative or system-driven activity.

Boost's Recruitment - Entry to Mid-course enables participants to manage recruitment activities confidently and contribute to better hiring outcomes.

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Target Audience

- ✓ HR officers and recruitment coordinators
- ✓ Junior and mid-level recruiters
- ✓ HR business partners
- ✓ Hiring managers involved in recruitment
- ✓ Professionals transitioning into recruitment roles

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Learning Objectives

- ✓ Understand the end-to-end recruitment process
- ✓ Translate workforce needs into clear job requirements
- ✓ Apply effective sourcing and screening approaches
- ✓ Conduct structured and fair candidate assessments
- ✓ Support sound hiring decisions
- ✓ Improve recruitment quality and consistency

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Course Outline

✓ DAY 01

Foundations of Effective Recruitment

Module 1: Role of Recruitment in Organizations

- ✓ Recruitment and organizational performance
- ✓ Cost of poor hiring decisions
- ✓ Recruitment as a value-adding HR function

Module 2: Understanding Workforce Needs

- ✓ Identifying hiring requirements
- ✓ Workforce planning basics
- ✓ Aligning recruitment with business needs

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Course Outline

✓ Day 02

Job Design and Talent Attraction

Module 3: Defining Job Requirements Clearly

- ✓ Job roles vs. job descriptions
- ✓ Required skills, competencies, and behaviors
- ✓ Avoiding unrealistic job specifications

Module 4: Talent Sourcing Approaches

- ✓ Internal vs. external sourcing
- ✓ Attracting suitable candidates
- ✓ Building realistic talent pipelines

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Course Outline

✓ Day 03

Screening and Candidate Assessment

Module 5: Screening Applications Effectively

- ✓ CV and application review logic
- ✓ Identifying fit and red flags
- ✓ Shortlisting objectively

Module 6: Interviewing and Assessment Techniques

- ✓ Structured interviews
- ✓ Assessing skills, behavior, and fit
- ✓ Reducing bias in selection

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Course Outline

✓ Day 04

Selection, Offers, and Candidate Experience

Module 7: Making Hiring Decisions

- ✓ Comparing candidates fairly
- ✓ Involving stakeholders appropriately
- ✓ Documenting selection decisions

Module 8: Candidate Communication and Experience

- ✓ Managing candidate expectations
- ✓ Professional communication practices
- ✓ Impact of candidate experience on employer brand

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Course Outline

✓ Day 05

Recruitment Governance and Improvement

Module 9: Recruitment Compliance and Ethics

- ✓ Fair hiring practices
- ✓ Confidentiality and data handling
- ✓ Ethical recruitment behavior

Module 10: Improving Recruitment Effectiveness

- ✓ Reviewing recruitment outcomes
- ✓ Identifying improvement opportunities
- ✓ Building consistent recruitment practices

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Confirmed Sessions

FROM	TO	DURATION	FEES	LOCATION
June 7, 2027	June 11, 2027	5 days	2150.00 \$	Virtual , Online
Aug. 16, 2027	Aug. 20, 2027	5 days	4250.00 \$	UAE , Dubai
Feb. 1, 2027	Feb. 5, 2027	5 days	4950.00 \$	Austria , Vienna
Oct. 17, 2027	Oct. 21, 2027	5 days	4250.00 \$	Qatar , Doha

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