



Consulting and Training | Reach New Heights

Course Name

Recruitment, Interview and Selection Skills

Sector Name

HR Strategy and Training

Document Type

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Recruitment, Interview and Selection Skills

Course Introduction

Recruitment decisions have a direct and lasting impact on organizational performance, culture, and cost. Many hiring failures result not from a lack of candidates, but from weak recruitment processes, unstructured interviews, and poor selection decisions.

Developed by **Boost**, this course presents recruitment, interviewing, and selection as an integrated talent decision-making system. Participants learn how to plan recruitment effectively, conduct structured and competency-based interviews, and make objective, evidence-based selection decisions that reduce hiring risk and improve workforce quality.

Boost's Recruitment, Interview and Selection Skills - Intermediate course equips professionals with practical tools to attract, assess, and select the right talent with confidence and consistency.

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Recruitment, Interview and Selection Skills

Target Audience

- ✓ HR and talent acquisition professionals
- ✓ Hiring managers and supervisors
- ✓ HR business partners
- ✓ Recruitment coordinators
- ✓ Professionals involved in interviewing and selection decisions

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Learning Objectives

- ✓ Understand the end-to-end recruitment and selection process
- ✓ Plan recruitment activities aligned with workforce needs
- ✓ Design and conduct structured, competency-based interviews
- ✓ Apply objective selection criteria and assessment methods
- ✓ Reduce bias and improve hiring decision quality
- ✓ Support successful hiring outcomes and onboarding readiness

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Recruitment, Interview and Selection Skills

Course Outline

✓ DAY 01

Foundations of Recruitment and Selection

Module 1: Recruitment and Selection as a Business Process

- ✓ Impact of hiring decisions on performance
- ✓ Recruitment vs. selection vs. onboarding
- ✓ Common hiring mistakes and risks

Module 2: Workforce Planning and Job Requirements

- ✓ Translating business needs into hiring requirements
- ✓ Job analysis and competency identification
- ✓ Defining clear selection criteria

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Course Outline

✓ Day 02

Recruitment Planning and Candidate Attraction

Module 3: Recruitment Planning and Sourcing Strategies

- ✓ Internal vs. external recruitment
- ✓ Sourcing channels and methods
- ✓ Employer branding considerations

Module 4: Screening and Shortlisting Candidates

- ✓ CV and application review techniques
- ✓ Screening against criteria
- ✓ Shortlisting best-fit candidates

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Course Outline

✓ Day 03

Interview Skills and Techniques

Module 5: Interview Planning and Structure

- ✓ Types of interviews
- ✓ Structuring interview guides
- ✓ Aligning questions with competencies

Module 6: Conducting Effective Interviews

- ✓ Behavioral and situational questions
- ✓ Probing techniques
- ✓ Managing interview flow and time

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Course Outline

✓ Day 04

Assessment and Selection Decisions

Module 7: Candidate Assessment Methods

- ✓ Interviews vs. assessments
- ✓ Tests, case studies, and simulations
- ✓ Validity and reliability considerations

Module 8: Making Objective Selection Decisions

- ✓ Evaluating candidates objectively
- ✓ Reducing bias and subjectivity
- ✓ Selection documentation and justification

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Course Outline

✓ Day 05

Hiring Governance and Continuous Improvement

Module 9: Selection Decisions and Hiring Governance

- ✓ Approval processes and roles
- ✓ Legal and ethical considerations
- ✓ Documentation and record keeping

Module 10: Improving Recruitment and Selection Outcomes

- ✓ Measuring recruitment effectiveness
- ✓ Learning from hiring successes and failures
- ✓ Strengthening recruitment capability over time

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Confirmed Sessions

FROM	TO	DURATION	FEES	LOCATION
March 15, 2027	March 19, 2027	5 days	5950.00 \$	USA , Los Angeles
May 24, 2027	May 28, 2027	5 days	4250.00 \$	UAE , Abu Dhabi
Aug. 23, 2027	Aug. 27, 2027	5 days	4250.00 \$	UAE , Abu Dhabi
Oct. 18, 2027	Oct. 22, 2027	5 days	4250.00 \$	UAE , Dubai

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