

Mastering Recruitment Interviewing and Selection Skills

2027 13 – 9
Vienna (Austria)

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~~R20222095112863~~ Location: Vienna (Austria) Fees: 5200 GBP

Why This Course

Hiring the right talent is one of the most critical decisions any organization makes. A well-structured recruitment and selection process not only improves the quality of hires but also reduces turnover, strengthens team performance, and supports long-term business success.

This intensive 5-day program is designed to equip HR professionals and hiring managers with practical, end-to-end recruitment skills. It combines proven methodologies with real-world application, enabling participants to confidently manage every stage of the hiring process—from job analysis and candidate sourcing to interviewing and final selection.

What You'll Learn and Practice

By joining this program, you will:

- Develop clear and effective job descriptions and candidate profiles.
- Build targeted sourcing strategies to attract the right talent.
- Apply structured interviewing techniques with confidence.
- Evaluate candidates objectively using practical assessment tools.
- Understand legal and ethical considerations in recruitment.
- Improve hiring outcomes while reducing turnover risks.

The Program Flow

Day 1: Foundations of Recruitment and Job Analysis

- Understanding the full recruitment and selection lifecycle.
- Conducting structured job analysis to identify role requirements.
- Developing clear job descriptions and person specifications.
- Aligning recruitment efforts with organizational goals.

Day 2: Candidate Sourcing and Attraction

- Designing effective sourcing strategies.
- Utilizing multiple recruitment channels to reach qualified candidates.
- Writing compelling job advertisements that attract top talent.
- Enhancing employer branding and candidate experience.

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A graphic of a chessboard with several chess pieces (a king, a queen, a rook, and a pawn) positioned on it. The board is checkered, and the pieces are in gold and silver. The text 'UK Training PARTNER' is overlaid on the right side of the board.

Day 3: Interviewing Techniques

- Understanding the difference between structured and unstructured interviews.
- Applying behavioral and situational interviewing methods.
- Crafting effective, role-specific interview questions.
- Using active listening and non-verbal cues during interviews.

Day 4: Candidate Assessment and Selection

- Exploring assessment methods beyond traditional interviews.
- Evaluating candidates using objective criteria.
- Making informed, data-driven selection decisions.
- Reducing bias and improving fairness in hiring.

Day 5: Legal Considerations and Process Improvement

- Understanding key legal and ethical aspects of recruitment.
- Promoting diversity and fairness in hiring practices.
- Measuring recruitment effectiveness □□□□□ □□□□□□□ □□□□□□□□□□.
- Developing continuous improvement strategies for hiring processes.

Individual Impact

- Strengthen your ability to attract and select the right candidates.
- Improve your confidence in conducting structured interviews.
- Enhance your decision-making using objective assessment methods.
- Build a more professional and consistent hiring approach.

Organizational Impact

- Improve quality of hire and reduce turnover rates.
- Strengthen employer brand and candidate experience.
- Ensure fair, consistent, and compliant recruitment practices.
- Increase efficiency and effectiveness of the hiring process.

Training Methodology

This program emphasizes practical application through:

- Real-life recruitment scenarios and case studies.
- Role-playing exercises for interviewing and evaluation.
- Interactive discussions and group activities.
- Practical tools and templates for immediate use.

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Beyond the Course

By the end of this program, participants will be equipped with the skills and tools needed to manage recruitment processes more effectively and strategically.

They will return ready to:

- Develop structured job descriptions and hiring frameworks.
- Conduct professional, competency-based interviews.
- Apply fair and objective candidate evaluation methods.
- Continuously improve recruitment outcomes and processes.

This course enables professionals to transform recruitment from a routine activity into a strategic function that drives organizational success.

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