

# Make a success of your recruitments

Hands-on course of 2 days - 14h

Ref.: REF - Price 2024: CHF1 530 (excl. taxes)

## EDUCATIONAL OBJECTIVES

At the end of the training, the trainee will be able to:

Analyze the recruitment needs and establish the applicant's profile

Write and distribute a job listing

Structure your job interview approach

Gain proficiency in asking and listening techniques

Select the right applicant

Create an integration plan for new recruits

## THE PROGRAMME

last updated: 01/2018

### 1) Analyze your recruitment needs and the searched profiles

- Realize a socioeconomic diagnosis.
- Analyze the skills acquired and required for the position.
- Define and rank the skills connected to the function (Main missions and goals).
- Differentiate job description and searched profile.
- Define the boundaries of the post.

*Exercise* : The trainees will analyze and challenge a need using a guide of analysis of the recruitment demand.

### 2) Analyzing your recruitment needs and who you're looking for

- Creating a socioeconomic assessment.
- Analyzing the skills acquired and required for the position.
- Defining the position's skills.
- Knowing the difference between a job description and the profile you're looking for.
- Defining the scope of the future hire.

*Hands-on work* : Participants will analyze a need based on a guide to analyzing the hiring request.

### 3) Draw up efficiently your job offers and advertisements and choose the pertinent media

- Know how to describe a post.
- Make the vacant position attractive.
- Choose communication media.
- Communicate in agreement with the corporate policy.

*Exercise* : Group workshop on the key factors of attractiveness and the communication media.

### 4) Writing the right job listing and choosing where to place it

- Knowing how to describe a job position.
- Making the position look attractive.
- Choosing the right communication media.
- Communicating in accordance with company policy.

*Hands-on work* : Group brainstorming on communication media and what makes a listing attractive.

#### TRAINER QUALIFICATIONS

The experts leading the training are specialists in the covered subjects. They have been approved by our instructional teams for both their professional knowledge and their teaching ability, for each course they teach. They have at least five to ten years of experience in their field and hold (or have held) decision-making positions in companies.

#### ASSESSMENT TERMS

The trainer evaluates each participant's academic progress throughout the training using multiple choice, scenarios, hands-on work and more. Participants also complete a placement test before and after the course to measure the skills they've developed.

#### TEACHING AIDS AND TECHNICAL RESOURCES

- The main teaching aids and instructional methods used in the training are audiovisual aids, documentation and course material, hands-on application exercises and corrected exercises for practical training courses, case studies and coverage of real cases for training seminars.
- At the end of each course or seminar, ORSYS provides participants with a course evaluation questionnaire that is analysed by our instructional teams.
- A check-in sheet for each half-day of attendance is provided at the end of the training, along with a course completion certificate if the trainee attended the entire session.

#### TERMS AND DEADLINES

Registration must be completed 24 hours before the start of the training.

#### ACCESSIBILITY FOR PEOPLE WITH DISABILITIES

Do you need special accessibility accommodations? Contact Mrs. Fosse, Disability Manager, at psh-accueil@ORSYS.fr to review your request and its feasibility.

### 5) Lead a job interview in order to be sure that the candidate matches or not your requirements

- Acquire techniques, know the stages of the interview.
- Create a confidence climate for natural and sincere exchanges.
- Know the key and inescapable issues.
- Acquire techniques of questioning and active listening.
- Get to the point in the analysis of the career.
- Centre the exchanges and reach quickly a clear and reliable information.
- Put in professional situation or realize tests.
- Know how to estimate the potential of a candidate. Conclude the interview.

*Exercise* : The trainees will elaborate a guide of interview adapted to their own need of recruitment. Simulations of interviews

### 6) Conducting a job interview

- Acquiring techniques, stages of the interview.
- Instilling a climate of trust for natural, sincere discussions.
- Knowing key, essential questions.
- Learning asking and listening techniques.
- Getting to the core matter in analyzing the path.
- Setting the context for discussions and quickly attaining clear, accurate information.
- Outlining scenarios or conducting tests.
- Knowing how to assess and applicant's potential.

*Hands-on work* : Participants will create an interview guide suited to their own hiring needs. Simulated interviews.

### 7) Use factual criteria to select the right candidate

- Know who are the best candidates with regard to the needs of the company.
- Determine the role of the managers in the recruitment process.
- Choose the good candidate by the mean of a selection grid.
- Prioritize the behavioral elements.
- Realize the synthesis and choose.
- Choose in a collective way.
- Answer to the candidates.

*Exercise* : Elaborate and use an assessment grid adapted to its own need of recruitment. Select an application

### 8) Selecting objective criteria for choosing the right applicant

- Knowing which applicant to prioritize given the company's needs.
- Determining the roles of managers in the hiring process.
- Choosing the right applicant with a selection grid.
- Prioritizing behavioral factors.
- Creating the summary and making your choice.
- Making a choice in a collegial fashion.
- Replying to the applicants.

*Hands-on work* : Create and use an assessment grid suited to your own recruitment needs. Select a job application.

### 9) Prepare carefully the integration of the candidate and the entering in his (her) new position

- Undertake the good actions to integrate the candidate in the better way and give him the means, counsels and action plan
- Follow the progress by regular reviews and reports.
- Check the collaboration: beware of the first three months (« cent-jours »)

*Exercise* : Group workshop and exchange about real cases.

## 10) Integrating the applicant into the company

- Taking the right actions.
- Tracking progress through interviews and reports.
- Assessment the employee relationship after 100 days.

*Hands-on work* : Group brainstorming and discussion based on actual cases.

## DATES

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### REMOTE CLASS

2025 : 06 Mar, 12 Jun, 21 Aug, 18  
Dec