

Make a success of your recruitments

-Référence: **IE-22**

-Durée: **2 Jours (14 Heures)**

Les objectifs de la formation

- 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

A qui s'adresse cette formation ?

POUR QUI :

- A hiring manager or anyone who may take part in hiring employees.

Programme

- **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.
- **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.
- **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.
- **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.
- **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.



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Nous sommes à votre disposition :
De Lun - Ven 09h00-18h00 et Sam 09H00 – 13H00

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