

Hands-on course , 2  
day(s)  
Ref : REF

### Participants

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

### Pre-requisites

No particular knowledge.

### Next sessions

## Make a success of your recruitments

*This course has two goals: Structuring each step of the job interview to enhance its operational efficiency, and acquiring interview techniques to assess the motivations, personalities, and skills of applicants with respect to the position.*

### OBJECTIVES

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

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

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

#### 3) Conducting a job interview

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

#### 5) Integrating the applicant into the company

### 1) 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.

#### Workshop

*Participants will analyze a need based on a guide to analyzing the hiring request.*

### 2) 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.

#### Workshop

*Group brainstorming on communication media and what makes a listing attractive.*

### 3) 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.

#### Workshop

*Participants will create an interview guide suited to their own hiring needs. Simulated interviews.*

### 4) 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.

#### Workshop

*Create and use an assessment grid suited to your own recruitment needs. Select a job application.*

### 5) Integrating the applicant into the company

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

**Workshop**

*Group brainstorming and discussion based on actual cases.*