



SCANDINAVIAN ACADEMY
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Course: Recruitment and Selection: Methodologies & Techniques

Code	City	hotel	Start	End	price	Hours
216	Vienna (Austria)	Hotel Meeting Room	2025-02-17	2025-02-21	5450 €	25

INTRODUCTION

Recruitment and selection can be very expensive and time consuming process, however there is evidence that employing the latest recruitment and selection methodologies and techniques increases the likelihood of successfully recruiting the best candidate for any intended role.

The programme will explore a number of techniques that will most certainly transform your competence as a recruiter or interviewer in either recruitment/selection, or development and appraisal opportunities.

PROGRAMME OBJECTIVES

- To examine numerous interviewing techniques and practice the process of behavioural or targeted interviewing.
- Discuss potential outcomes when using a variety of approaches to recruitment and selection
- Consider a variety of techniques and methodologies to differentiate the excellent from 'the average' candidate using Competency frameworks
- Explore the appropriate use of various psychometric tests including general ability and attributes tests.
- Experience the use of Myers Briggs (MBTI) and review SHL's OPQ 32 reporting material including feedback on personality questionnaires
- Understand the benefits of developing an assessment centre to test candidates



- against future job requirements
- Examine various Emotional Intelligence (EI) tools to test the potential of the candidate(s) including Daniel Goleman's research and theory
 - Develop your influencing skills by making persuasive presentations of key requirements in planning recruitment/selection campaigns
 - Practice all of the techniques to achieve understanding and competence in a friendly and supportive environment

TRAINING METHODOLOGY

Delegates will learn and develop competence by a combination of mini case studies, use of course material, practical exercises, and role play opportunities. There will be adequate provision made to share real life issues and experience back in their organisations either in general session or individually with the programme leader.

PROGRAMME SUMMARY

This programme develops the essential skills, knowledge and methodologies to successfully perform recruitment and selection assessment, and then explores the individual competence of the decision makers. Finally, how to influence organisations to change their approach to recruitment and selection by constructing objective information and presentations.

PROGRAMME OUTLINE

DAY 1 - The Recruitment and Selection Process

- Introductions, programme objectives and ways of working
- The key elements, competencies and person specification
- The five types of interview styles
- The principles of conducting a targeted interview



- Review of day one and links to day two

DAY 2 - Interviewing in action, exploring the outcome(s)

- Developing rules of evidence for assessment
- Coding example 1: The rules of coding and syndicate exercise
- Interview process, and practice session 1
- Targeted interview practice session 2
- Review of day two and links to day three

DAY 3 - The use of psychological test data in the Recruitment process

- Coding example 2 + syndicate exercise
- Examining the results including standardisation and drawing conclusions - syndicate exercise
- Review of psychometric tests available in the selection and recruitment process
- Analyse and complete the MBTI Personality questionnaire
- The increasing use of Emotional Intelligence in the Recruitment process - Daniel Goleman's model
- Additional insights into personality profiling including case study
- Administration and guidelines for the use of psychometric testing
- Review of day three and links to day four

DAY 4 - Dealing with the results, drawing conclusions, and feedback

- Application of psychometric tests including use of a type indicator (MBTI) and putting feedback into context
- Best fit analysis and demonstration
- The four scales, what do they mean? - syndicate exercises
- Recruitment and selection results and employing them as a development tool
- Review of day four and links to day five



DAY 5 - Design and deployment of Assessment Centres

- The latest techniques in advertising for vacancies - syndicate exercise
- How to short list, avoiding bias and lots of hard work
- Examination of an assessment centre approach - training of the assessors
- Deciding on the tools and techniques to use in the assessment and what are the consequences
- The resources required in order to run a successful recruitment or selection process
- End of programme review, presentation of certificates and CPE points



The Scandinavian Academy for Training and Development employs modern methods in training and skills development, enhancing the efficiency of human resource development. We follow these practices:

• **Theoretical Lectures:**

- We deliver knowledge through advanced presentations such as PowerPoint and visual materials, including videos and short films.

• **Scientific Assessment:**

- We evaluate trainees skills before and after the course to ensure their progress.

• **Brainstorming and Interaction:**

- We encourage active participation through brainstorming sessions and applying concepts through role play.

• **Practical Cases:**

- We provide practical cases that align with the scientific content and the participants specific needs.

• **Examinations:**

- Tests are conducted at the end of the program to assess knowledge retention.

• **Educational Materials:**

- We provide both printed and digital scientific and practical materials to participants.

• **Attendance and Final Result Reports:**

- We prepare detailed attendance reports for participants and offer a comprehensive program evaluation.

• **Professionals and Experts:**

- The programs scientific content is prepared by the best professors and trainers in various fields.

• **Professional Completion Certificate:**

- Participants receive a professional completion certificate issued by the Scandinavian Academy for Training and Development in the Kingdom of Sweden, with the option for international authentication.

• **Program Timings:**

- Training programs are held from 10:00 AM to 2:00 PM and include coffee break sessions during lectures.