

5-day Interactive Virtual Training Course

Recruiting, Hiring, and Onboarding Employees

Attract and Retain the Best People for your Organisation

21 Oct - 25 Oct 2024	Virtual/Live	US\$ 2,950
09 Dec - 13 Dec 2024	Virtual/Live	US\$ 2,950
23 Dec - 27 Dec 2024	Virtual/Live	US\$ 2,950
24 Mar - 28 Mar 2025	Virtual/Live	US\$ 2,950



Recruiting, Hiring, and Onboarding Employees

Attract and Retain the Best People for your Organisation



About the Course

Companies need to get people committed to their activities because the world scenario is constantly changing, such as globalisation, technological revolution, and the complexity of organisational structures. This ends up requiring the Human Resources sector to work double, seeking to recruit and select candidates, whether as internal, external or mixed recruitment, and this is due to the fact that organisations need to be constantly reviewing their human resource shortages. In the short, medium and long term.

Attracting and retaining talent is an excellent challenge for people management. The beginning of this challenge is identifying the ideal candidate for each vacancy in the company. In this way, HR begins to rethink its strategic role in its activities, that is, to find a way to integrate the company's long-term objectives, environmental variables and people's needs.

This Recruiting, Hiring, and Onboarding Employees virtual training course is essential for the company to adapt to the changes in the world scenario. That is, people will be responsible for this entire process of adapting the organisational culture, and the differential will certainly be the process of effective recruitment and selection of people since recruitment is a set of techniques and procedures that aims to attract potentially qualified candidates and capable of holding positions within the organisation. With an effective recruitment and selection process, the company's human resources sector will be able to walk more safely in carrying out people management processes.

Core Objectives

The delegates will achieve the following objectives:

- Uncover customer needs; so that you have the exact description of the desired profile
- Adopt internal and external attraction strategies to support your recruitment and selection process
- Master the art of storytelling to better sell your Employer's Brand and your Vacancy
- Conduct interviews with mastery without subjectivity
- Know Selection techniques that will support the search for the most adherent profile
- Assume the lead role in the Recruitment Process as well as the Integration Program of the newly hired

Training Approach

This virtual training course is a mixture of lecture, video presentation, trainer-facilitated workshop exercises, and case study analysis organised through a Virtual Learning Platform anytime and anywhere.

The Attendees

The Recruiting, Hiring, and Onboarding Employees virtual training course presents the best market practices, thus, ensuring the professionalism that the process needs to have and is intended for professionals in the area of Human Resources and the general public with interest in the topics under analysis.

Likewise, it will be valuable to the professionals but not limited to the following:

- Recruiters
- Talent Acquisition Professionals
- Business Owner
- HR Professionals
- People Managers
- Business Leaders
- Entrepreneurs
- HRBP Human Resource Business Partner

DAILY DISCUSSION

DAY ONE

RECRUITMENT AND SELECTION AND ORGANISATIONAL STRATEGY

- Alignment of Recruitment and Selection processes with Organisational Strategy and Objectives
- Advantages of an Effective Recruitment & Selection Policy
- Definition of Requirements and Profile for the Role & Person
- Organisational Culture and Climate
- Return on Investment in HR

DAY TWO

ATTRACT THE BEST PEOPLE

- Job Profile Definition
- Recruitment Sources: Best Practices for each Type of Vacancy
- Publicity of the Vacancy: Newspapers, Internet, and Social Media
- Reception and Screening of Curriculum Vitae (CVs)
- Develop your Sourcing Strategy
- Care in the Recruitment Stages

DAY THREE

HOW TO EFFECTIVELY SELECT PEOPLE

- The most used Selection Techniques
- Contacting the Candidate and Scheduling the Process
- Interview and Interviewer Preparation
- Gathering Information from Candidates
- Candidate Reception and Evaluation
- Preparing Opinions on Candidates

DAY FOUR

ONBOARDING

- Occupational Admission Exam
- Preparation of Admission Checklist
- Documentation for Admission
- Integration and Evaluation of the New Employee
- New Employee Onboarding Programs
- Evaluation of the Trial Period

DAY FIVE

REFINE THE RECRUITING, HIRING, AND ONBOARDING PROCESS

- Optimise Your Marketing Resources
- Social Media Profiles
- Use of Scorecards and Recruitment Indicators
- Niche Platforms for Recruitment
- Applicant Tracking Software
- Artificial Intelligence Applied to Recruitment and Selection



THE CERTIFICATE

XCalibre Training Centre Certificate of Completion will be provided to delegates who attended and completed the training course.