



RECRUITING AN EXPERIENCED NEW TEAM MEMBER

What does successful recruitment involve? On the one hand, hiring somebody who will provide your team with the skills it lacks so that it can effectively deploy the company strategy. On the other hand, choosing a person who will help enhance your team's performance in its day to day operations, and thus in attaining its objectives. Achieving all of this boils down to one key event: the recruitment interview. You must prepare this interview to the best of your ability in order to subsequently draw the clearest conclusions possible. Based on a structured, operational method, this course will help you to leverage performance through successful recruitment.

This programme is designed for:

- business unit managers
- line managers
- occasional recruiters

At the end of this course you should be able to:

- select CVs from applicants you want to interview
- identify the relevant information you need to get from them during the interview
- run job interviews and ask the right questions
- choose the right candidate when the interview process is over

The management certificate shows you have acquired the skills covered in the course.



Benefits of the programme:

you'll give your recruitments added legitimacy by relating them directly to corporate strategy
your spot-on recruitments will make your team into an operational centre of excellence within the company
your recruitment techniques will show that you are someone who listens to other people and takes team development seriously

3 MONTH TRAINING PATH (21 HOURS)

A welcome message includes your login ID for the training course website.

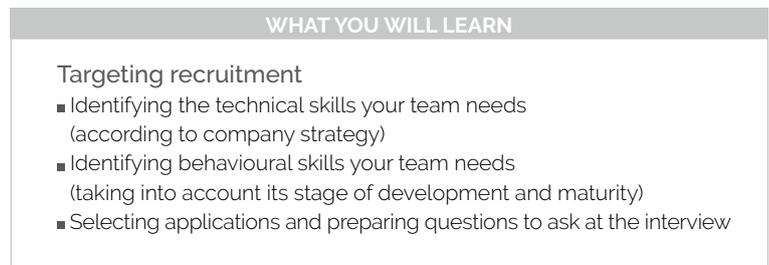
1 Preparing for the programme

Assess your level before you begin your training, and tell us what you expect from the course so that your trainer can recommend a personalised training path.



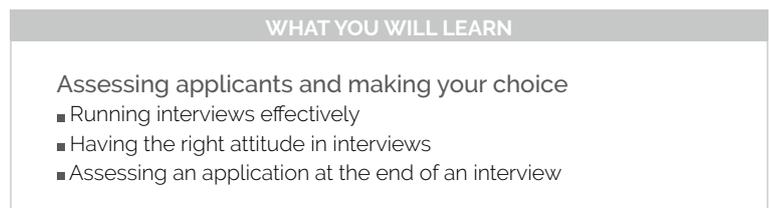
2 Mastering the fundamentals

Begin training and putting the fundamentals into practice, making the most of your trainer's experience and advice.



3 Building on what you've learned

Consolidate the skills you've acquired and build on them. Receive an action plan recommended by your trainer.



4 Receiving your certificate

Your trainer assesses your progress on the course. When the course is completed, you'll receive a certificate endorsing the skills you've acquired.

